

**1. CALL TO ORDER AT 6:09 p.m.**

Board members present: Dr. Cohen Mr. Di Filippo, Ms. Frankel,  
Mr. Gershon, Ms. Neuendorf, Ms. Parker,  
Dr. Resnick and Ms. Schlesinger

2. Mr. Di Filippo moved and Mr. Gershon seconded a motion that upon convening in public the Board of Education will immediately entertain a motion to convene an Executive Session for the purpose of discussing the employment history of a particular person, real estate and collective negotiations.

Motion Carried: (8-0)

Mr. Lafazan arrived after the meeting was called to order. No official action was taken.

**3. Pledge of Allegiance to the Flag**

Staff members present: Dr. Rogers, Dr. Streitman, Dr. Rufo, Dr. LaMelza,  
Ms. Kranz, Ms. Costa, Ms. Benjamin

**4. Public Hearing: 2015/2016 Budget at 7:50 p.m.  
Review of the Proposed Budget 2015-2016**

Dr. Rogers and Dr. Rufo provided information regarding the budget, tax levy and tax cap.

**5. AUDIENCE TO THE PUBLIC REGARDING BUDGET HEARING**

**6. Monthly Public Meeting**

**7. Public Hearing**

Ms. Grosso reported on the District-Wide School Safety Plan and Summary of Building Level Response Plans.

**8. AUDIENCE TO THE PUBLIC REGARDING THE DISTRICT-WIDE SCHOOL SAFETY PLAN AND SUMMARY OF BUILDING LEVEL RESPONSE PLANS**

**9. APPROVAL OF MINUTES**

**RESOLUTION NO. 15-1, Approval of Minutes of Meeting No. 13, April 21, 2015**

MOVED BY: Mr. Di Filippo

SECONDED BY: Mr. Gershon

MOTION CARRIED (8-0)

ABSTAIN: Mr. Lafazan

**10. FINANCIAL REPORTS,**

**RESOLUTION NO. 15-2, Approval of Treasurer's Report, March, 2015**

MOVED BY: Dr. Resnick

SECONDED BY: Ms. Frankel

MOTION CARRIED (9-0)

**11. REVIEW OF THE MONTHLY REPORT OF THE SUPERINTENDENT**

- The Middle Schools student council reported.
- Ms. Peggy Grosso, Coordinator of Educational Services reported on the Professional Development Plan.
- There will be two meetings for the 2014-2015 school year regarding the Food Allergy Committee.

- The softball booster club donated a scoreboard to the District. It was accepted at a special meeting of the Board of Education.
- Formation of an Athletics Committee will be discussed during the Discussion Items portion of the Agenda.
- Helicopter issue update.
- Syosset took the 2<sup>nd</sup> place sweepstakes in the New York State Forensics Championship in both Debate and Student Congress (Legislative Debate).
- Syosset High School hosted the 2015 New York State Math League Spring Championships in April. Over 500 students throughout New York State came to compete in math events.
- A Syosset High School 11<sup>th</sup> grader was selected as a winner of the 2015 National Council of Teachers of English Achievement Award.
- Curriculum Night was held at all seven elementary schools and was well attended. Student work was displayed and it is always an exciting night.
- As of this morning, 338 students are registered for Kindergarten.
- As a reminder, the voting locations are at Robbins Lane, H.B. Thompson and the High School and they will be open from 6:00 a.m. – 9:00 p.m.
- In many cases, due to the extremely harsh winter and exceptionally deep frost line, some maintenance tasks were delayed. Spring sports start in the first week of March, and the maintenance crew was not able to have full access to the fields until the beginning of April.

**12. CITIZENS ADVISORY COMMITTEE FOR FINANCE**

- At the April 29<sup>th</sup> meeting Dr. Rogers opened up the meeting by going over the agenda.
- Dr. Rufo went over the 2015-16 Budget. The Committee and Administration discussed revenue sources that support the educational spending plan of the District. The committee developed a deeper understanding of examples of each revenue source.
- The Committee entered into a detailed conversation regarding reserves. The Committee acknowledged that the public could benefit from a better understanding of the use and replenishment of reserves and how this cyclical process helps the District maintain its strong fiscal health and continue to offer outstanding educational opportunities for our students. The amount of money earned on invested reserve funds was discussed.
- The Committee was updated that facility and security needs of the District are currently under review.
- The Board of Education will soon be able to evaluate how much they want to bite off and tackle in the first phase.
- The meeting concluded at 7:25 p.m.
- Please see the “Board of Education” section on the District website for a summary of all the meetings.

**13. CORRESPONDENCE - NONE**

**14. LEGISLATIVE ITEMS - NONE**

**15. AUDIENCE TO THE PUBLIC**

**16. UNFINISHED BUSINESS**

**17. NEW BUSINESS** - Detailed items are contained in the attachment, which begin on page 4.

Resolutions under the "a" category relate to appointments, transfers, reassignments, resignations, and retirements.

Resolutions appearing under the "b" category relate to the management of the School District, including School District policies. All policies and proposed policies are available for inspection on the District website.

Resolutions appearing under the "c" category relate to matters that relate to purchasing such as bids received as well as other financial operations of the school district.

**18. DISCUSSION ITEMS**

**Resolution No. 15-27:** MOTION to have the District undergo comprehensive review and analysis of all athletic facilities including the costs of potential facility upgrades.

MOVED BY: Dr. Resnick

SECONDED BY: Mr. Di Filippo

MOTION CARRIED: (9-0)

Mr. Di Filippo discussed the fiscal health of the District.

MOTION for the District to prepare a fiscal health report.

MOVED BY: Mr. Di Filippo

SECONDED BY: Ms. Parker

There was discussion.

Withdrawal of the MOTION regarding fiscal health report.

**19. ADJOURNMENT**

The Monthly Board of Education meeting adjourned at 9:15 p.m.

Respectfully submitted,

Francine Benjamin

Meeting No. 15

NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3     APPROVAL OF STAFF CHANGES –  
CERTIFIED STAFF APPOINTMENTS

1.     Name:                     FINE, Jodi  
  
       Appointment:         ESL Teacher – Long-term Substitute  
  
       Effective Date:         April 29, 2015  
  
       Replacing:                 Elisha LaTouche – Illness  
  
       Salary Placement:       M.A. – Step 1 - \$69,575.  
  
       Education:                 Hofstra University                     M.S.    1993  
   Hempstead, New York  
  
   SUNY Albany                             B.A.    1991  
   Albany, New York  
  
       Certification:             English to Speakers of Other Languages     Feb.    1998  
   Permanent  
  
       Experience:                 Syosset Central School District             Mar.    2015 –  
   Syosset, New York                             Present  
   Permanent Substitute  
  
   Solomon Schechter Day School             Sept.    2012 –  
   Jericho, New York                             Mar.    2015  
   Elementary ESL Teacher  
  
   Valley Stream School District #30         Sept.    1994 –  
   Valley Stream, New York                     June    2000  
   Elementary ESL Teacher  
  
       Assignment:                 Village Elementary School

Meeting No. 15

NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3     APPROVAL OF STAFF CHANGES –  
COMPLETION OF ASSIGNMENT –  
LONG-TERM SUBSTITUTE TEACHERS

2.     Name:                     BARONE, Gianna  
  
       Appointment:         World Language Teacher – Long-term Substitute  
  
       Effective Date:         June 30, 2015  
  
       Reason:                     Completion of Assignment  
  
       Service was Begun:     September 1, 2014  
  
       Assignment:             Syosset High School
  
3.     Name:                     BIANCULLI, Richard  
  
       Appointment:         Physical Education Teacher – Long-term Substitute  
  
       Effective Date:         June 30, 2015  
  
       Reason:                     Completion of Assignment  
  
       Service was Begun:     April 1, 2015  
  
       Assignment:             Berry Hill Elementary School
  
4.     Name:                     CANALE, Leah  
  
       Appointment:         ASL Teacher – Long-term Substitute  
  
       Effective Date:         June 30, 2015  
  
       Reason:                     Completion of Assignment  
  
       Service was Begun:     October 22, 2014

Assignment: Syosset High School  
Meeting No. 15 NEW BUSINESS (a-1) May 11, 2015

RESOLUTION NO. 15-3 APPROVAL OF STAFF CHANGES –  
COMPLETION OF ASSIGNMENT –  
LONG-TERM SUBSTITUTE TEACHERS (CONTINUED)

5. Name: CERVONE, Katherine  
Appointment: Elementary Education Teacher – Long-term Substitute  
Effective Date: June 30, 2015  
Reason: Completion of Assignment  
Service was Begun: November 24, 2014  
Assignment: Willits Elementary School
  
6. Name: CIMLER-PIETROFORTE, Joianne  
Appointment: English Teacher – Long-term Substitute  
Effective Date: April 29, 2015  
Reason: Completion of Assignment  
Service was Begun: March 13, 2015  
Assignment: Syosset High School
  
7. Name: FERNANDES, Mary  
Appointment: Elementary Education Teacher – Long-term Substitute  
Effective Date: June 30, 2015  
Reason: Completion of Assignment  
Service was Begun: October 17, 2014  
Assignment: Baylis Elementary School

Meeting No. 15

NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3     APPROVAL OF STAFF CHANGES –  
COMPLETION OF ASSIGNMENT –  
LONG-TERM SUBSTITUTE TEACHERS (CONTINUED)

8.     Name:                     FRIEDMAN, Molly
- Appointment:         Elementary Education Teacher – Long-term Substitute
- Effective Date:         June 30, 2015
- Reason:                    Completion of Assignment
- Service was Begun:     January 27, 2015
- Assignment:             South Grove Elementary School
- 
9.     Name:                     GEOGHAN, Heather
- Appointment:         Social Studies Teacher – Long-term Substitute
- Effective Date:         June 30, 2015
- Reason:                    Completion of Assignment
- Service was Begun:     October 23, 2014
- Assignment:             H.B. Thompson Middle School
- 
10.    Name:                     HAAS, Katherine
- Appointment:         Special Education Teacher – Long-term Substitute
- Effective Date:         June 30, 2015
- Reason:                    Completion of Assignment
- Service was Begun:     September 22, 2014
- Assignment:             H.B. Thompson Middle School





Meeting No. 15

NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3     APPROVAL OF STAFF CHANGES –  
COMPLETION OF ASSIGNMENT –  
LONG-TERM SUBSTITUTE TEACHERS (CONTINUED)

11.    Name:                    HALL, Melody  
       Appointment:        Music Teacher – Long-term Substitute  
       Effective Date:        June 30, 2015  
       Reason:                Completion of Assignment  
       Service was Begun:    September 1, 2014  
       Assignment:            Berry Hill Elementary School
12.    Name:                    HENRY, Kathleen  
       Appointment:        Elementary Education Teacher – Long-term Substitute  
       Effective Date:        June 30, 2015  
       Reason:                Completion of Assignment  
       Service was Begun:    January 9, 2015  
       Assignment:            Berry Hill Elementary School
13.    Name:                    INGLESE, Mallory  
       Appointment:        Psychologist – Long-term Substitute  
       Effective Date:        June 30, 2015  
       Reason:                Completion of Assignment  
       Service was Begun:    April 16, 2015  
       Assignment:            Syosset High School



Meeting No. 15

NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3     APPROVAL OF STAFF CHANGES –  
COMPLETION OF ASSIGNMENT –  
LONG-TERM SUBSTITUTE TEACHERS (CONTINUED)

14.    Name:                    JAMES, Melissa
- Appointment:        Elementary Education Teacher – Long-term Substitute
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Service was Begun:    February 27, 2015
- Assignment:            Baylis Elementary School
- 
15.    Name:                    KELLY, Tracy
- Appointment:        Art Teacher – Long-term Substitute
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Service was Begun:    September 1, 2014
- Assignment:            South Woods Middle School
- 
16.    Name:                    MALLIA, Virginia
- Appointment:        World Language Teacher – Long-term Substitute
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Service was Begun:    January 20, 2015
- Assignment:            Syosset High School



Meeting No. 15

NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3     APPROVAL OF STAFF CHANGES –  
COMPLETION OF ASSIGNMENT –  
LONG-TERM SUBSTITUTE TEACHERS (CONTINUED)

17.    Name:                    MANGINO, Kerry
- Appointment:        English Teacher – Long-term Substitute
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Service was Begun:    October 17, 2014
- Assignment:            Syosset High School
- 
18.    Name:                    MASSIMINO, Katlyn
- Appointment:        English Teacher – Long-term Substitute
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Service was Begun:    September 1, 2014
- Assignment:            Syosset High School
- 
19.    Name:                    METHVEN, Heather
- Appointment:        English Teacher – Long-term Substitute
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Service was Begun:    February 13, 2015
- Assignment:            H.B. Thompson Middle School



Meeting No. 15

NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3     APPROVAL OF STAFF CHANGES –  
COMPLETION OF ASSIGNMENT –  
LONG-TERM SUBSTITUTE TEACHERS (CONTINUED)

20.    Name:                    MONFREDO, Pamela
- Appointment:        Elementary Education Teacher – Long-term Substitute
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Service was Begun:     February 27, 2015
- Assignment:            Baylis Elementary School
- 
21.    Name:                    NOTTI-SMITH, Jacqueline
- Appointment:        Psychologist – Long-term Substitute
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Service was Begun:     October 17, 2014
- Assignment:            Baylis Elementary School
- 
22.    Name:                    NUSSBAUM, Brianna
- Appointment:        Art Teacher – Long-term Substitute
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Service was Begun:     December 12, 2014
- Assignment:            H.B. Thompson Middle School





Meeting No. 15

NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3     APPROVAL OF STAFF CHANGES –  
COMPLETION OF ASSIGNMENT –  
LONG-TERM SUBSTITUTE TEACHERS (CONTINUED)

23.    Name:                    O'BRIEN, Judith
- Appointment:        ESL Teacher – Long-term Substitute
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Service was Begun:    September 1, 2014
- Assignment:            Walt Whitman Elementary School
- 
24.    Name:                    ROSEN, Alicia
- Appointment:        6<sup>th</sup> Grade Teacher – Long-term Substitute
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Service was Begun:    October 17, 2014
- Assignment:            H.B. Thompson Middle School
- 
25.    Name:                    SAMIOU-HANAKIS, Evelyn
- Appointment:        Elementary Education Teacher – Long-term Substitute
- Effective Date:        May 1, 2015
- Reason:                Completion of Assignment
- Service was Begun:    January 27, 2015
- Assignment:            Robbins Lane Elementary School

Meeting No. 15

NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3     APPROVAL OF STAFF CHANGES –  
COMPLETION OF ASSIGNMENT –  
LONG-TERM SUBSTITUTE TEACHERS (CONTINUED)

26.    Name:                    SIGNORELLI, Amanda  
  
       Appointment:         Art Teacher – Long-term Substitute  
  
       Effective Date:        June 30, 2015  
  
       Reason:                Completion of Assignment  
  
       Service was Begun:    September 1, 2014  
  
       Assignment:            Syosset High School

Meeting No. 15

NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3     APPROVAL OF STAFF CHANGES –  
COMPLETION OF ASSIGNMENT –  
PART-TIME CERTIFIED STAFF

27.    Name:                    ANDREASI, Valerie
- Appointment:        Guidance Counselor – Part-time (.5)
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Assignment:            Syosset High School
- 
28.    Name:                    BUCCARAN, Cynthia
- Appointment:        ESL Teacher – Part-time (.6)
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Assignment:            Baylis Elementary School
- 
29.    Name:                    CAMPBELL, Patricia
- Appointment:        Social Worker – Part-time (.5)
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Assignment:            Pupil Personnel Services

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NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3     APPROVAL OF STAFF CHANGES –  
COMPLETION OF ASSIGNMENT –  
PART-TIME CERTIFIED STAFF (CONTINUED)

30.    Name:                    CARDONA, Greg
- Appointment:        Physical Education Teacher – Part-time (.8)
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Assignment:            H.B. Thompson Middle School
- 
31.    Name:                    CORTRIGHT, Kim
- Appointment:        Art Teacher – Part-time (.8)
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Assignment:            South Woods Middle School
- 
32.    Name:                    DALLI, Marie
- Appointment:        Speech Teacher – Part-time (.8)
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Assignment:            Baylis Elementary School

Meeting No. 15

NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3     APPROVAL OF STAFF CHANGES –  
COMPLETION OF ASSIGNMENT –  
PART-TIME CERTIFIED STAFF (CONTINUED)

33.    Name:                    EISENBERG, Isabelle
- Appointment:        French Teacher – Part-time (.6)
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Assignment:            Syosset High School
- 
34.    Name:                    FIASCONARO, Matthew
- Appointment:        Business Education Teacher – Part-time (.5)
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Assignment:            Syosset High School
- 
35.    Name:                    GARVEY, Katherine
- Appointment:        Deaf and Hard of Hearing Teacher – Part-time (.6)
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Assignment:            Syosset High School

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NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3     APPROVAL OF STAFF CHANGES –  
COMPLETION OF ASSIGNMENT –  
PART-TIME CERTIFIED STAFF (CONTINUED)

36.    Name:                    HAUKELAND, Ruth
- Appointment:        Latin Teacher – Part-time (.4)
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Assignment:            Syosset High School
- 
37.    Name:                    KASSEBAUM, Matthew
- Appointment:        Physical Education Teacher – Part-time (.5)
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Assignment:            South Grove Elementary School
- 
38.    Name:                    MARGARITES, Adrienne
- Appointment:        Italian Teacher – Part-time (.2)
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Assignment:            Village Elementary School

Meeting No. 15

NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3     APPROVAL OF STAFF CHANGES –  
COMPLETION OF ASSIGNMENT –  
PART-TIME CERTIFIED STAFF (CONTINUED)

39.    Name:                    MC BURNIE, Mark
- Appointment:        Mathematics Teacher – Part-time (.6)
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Assignment:            Syosset High School
- 
40.    Name:                    PETTAS, Jaclyn
- Appointment:        Special Education Teacher – Part-time (.8)
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Assignment:            Syosset High School
- 
41.    Name:                    SCARTH, Linda
- Appointment:        Elementary Education Teacher – Part-time (.6)
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Assignment:            Walt Whitman Elementary School

Meeting No. 15

NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3     APPROVAL OF STAFF CHANGES –  
COMPLETION OF ASSIGNMENT –  
PART-TIME CERTIFIED STAFF (CONTINUED)

42.    Name:                    SHEAR, Meghan
- Appointment:        Mathematics Teacher – Part-time (.5)
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Assignment:            H.B. Thompson Middle School
- 
43.    Name:                    TOMKO, Debora-Ann
- Appointment:        Music Teacher – Part-time (.4)
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Assignment:            Robbins Lane Elementary School
- 
44.    Name:                    VARKONYI, Olga
- Appointment:        Russian Teacher – Part-time (.6)
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Assignment:            Syosset High School



Meeting No. 15

NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3     APPROVAL OF STAFF CHANGES –  
COMPLETION OF ASSIGNMENT –  
PART-TIME CERTIFIED STAFF (CONTINUED)

45.    Name:                    WALKER, Cory
- Appointment: Science Teacher – Part-time (.8)
- Effective Date:        June 30, 2015
- Reason:                Completion of Assignment
- Assignment:            South Woods Middle School

Meeting No. 15

NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3     APPROVAL OF STAFF CHANGES –  
DISCONTINUANCE OF SERVICE - RESIGNATION

46.    Name:                    PROFETA, Lauren
- Appointment:        Special Education Teacher
- Effective Date:        June 30, 2015
- Reason:                Resignation – Personal Reasons
- Service was Begun:     September 1, 2013
- Assignment:            H.B. Thompson Middle School

Meeting No. 15

NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3     APPROVAL OF STAFF CHANGES –  
RETURN FROM LEAVE OF ABSENCE

47.     Name:                     CHAN, Lionel

           Appointment: World Language Teacher

           Effective Date:         September 1, 2015

           Service was Begun:       September 1, 2006

           Assignment:               Syosset High School

48.     Name:                     DUCKWORTH, Debra

           Appointment: ESL Teacher

           Effective Date:         September 1, 2015

           Service was Begun:       September 1, 1999

           Assignment:               Walt Whitman Elementary School

49.     Name:                     ENDY, Chrystie

           Appointment: Special Education Teacher

           Effective Date:         September 1, 2015

           Service was Begun:       September 1, 2003

           Assignment:               H.B. Thompson Middle School

Meeting No. 15

NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3     APPROVAL OF STAFF CHANGES –  
RETURN FROM LEAVE OF ABSENCE (CONTINUED)

50.    Name:                    GROBMAN, Ilene  
       Appointment:        Speech Teacher  
       Effective Date:      September 1, 2015  
       Service was Begun:   January 3, 2001  
       Assignment:         Walt Whitman Elementary School

51.    Name:                    LA BARBERA, Rosaria  
       Appointment:        Elementary Education Teacher  
       Effective Date:      September 1, 2015  
       Service was Begun:   September 1, 2011  
       Assignment:         Baylis Elementary School

52.    Name:                    MARTINO, Gwendolyn  
       Appointment:        Art Teacher  
       Effective Date:      September 1, 2015  
       Service was Begun:   September 1, 2006  
       Assignment:         South Woods Middle School

Meeting No. 15

NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3      APPROVAL OF STAFF CHANGES –  
RETURN FROM LEAVE OF ABSENCE (CONTINUED)

53.    Name:                      POLATSIDIS, Caroline

         Appointment:        English Teacher

         Effective Date:        April 30, 2015

         Service was Begun:    September 1, 2006

         Assignment:            Syosset High School

54.    Name:                      SCHAFFER, Jessica

         Appointment:        World Language Teacher

         Effective Date:        September 1, 2015

         Service was Begun:    January 13, 2003

         Assignment:            Syosset High School

55.    Name:                      VERELINE, Colleen

         Appointment:        Elementary Education Teacher

         Effective Date:        April 27, 2015

         Service was Begun:    April 8, 2002

         Assignment:            Robbins Lane Elementary School

Meeting No. 15

NEW BUSINESS (a-1)

May 11, 2015

RESOLUTION NO. 15-3

APPROVAL OF STAFF CHANGES –  
RETURN FROM LEAVE OF ABSENCE (CONTINUED)

56. Name: WOOD, Dr. Taryn  
Appointment: Psychologist  
Effective Date: September 1, 2015  
Service was Begun: January 15, 2009  
Assignment: Baylis Elementary School



Meeting No. 15  
RESOLUTION NO. 15-3

NEW BUSINESS (a-1)

May 11, 2015

**CIVIL SERVICE  
STAFF CHANGES**

**NON-COMPETITIVE APPOINTMENT PT** 1. CASACELI, Justine, Registered Professional Nurse PT Sub, District, \$110.00 per day, effective April 29, 2015.

- RESIGNATIONS**
2. MARINO, Rosalie, School Monitor PT, Syosset HS, for personal reasons, effective May 3, 2015.
  3. SJOHOLM, Maryann, School Monitor PT, Willits, for personal reasons, effective April 13, 2015.
  4. BIRD, Nancy, Registered Professional Nurse, Syosset HS, effective June 27, 2015, for purposes of retirement. Ms. Bird has been employed by the District for 22 years.
  5. CIAPAS, Jacqueline, Sr. Typist Clerk, Syosset HS, effective June 30, 2015, for purposes of retirement. Ms. Ciapas has been employed by the District for 15 years.
  6. DENITTO, Francine, Illustrator Aide, Instructional Materials Center, effective June 26, 2015, for purposes of retirement. Ms. Denitto has been employed by the District for 10 years.
  7. DIKEMAN, JR., David L., Messenger, District, effective June 27, 2015, for purposes of retirement. Mr. Dikeman has been employed by the District for 13 years.
  8. GOLDSTEIN, Rita, Physical Therapist, South Grove, effective June 27, 2015, for purposes of retirement. Ms. Goldstein has been employed  
by the District for 30 years.
  9. MATARASSO, Janet, Occupational Therapist, South Grove, effective June 27, 2015, for purposes of retirement. Ms. Matarasso has been employed by the District for 31 years.
  10. VON HAGEN, Barbara, Clerk Typist, Baylis, effective June 30, 2015, for purposes of retirement. Ms. Von Hagen has been employed by the District for 16 years.



**MOVED BY: Christopher Di Filippo**  
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**SECONDED BY: Ms. Schlesinger**  
**MOTION CARRIED: (9-0)**

Meeting No. 15

NEW BUSINESS (a- 2)

May 11, 2015

RESOLUTION NO. 15-4     APPROVAL OF REQUEST FOR FAMILY MEDICAL  
LEAVE OF ABSENCE

WHEREAS,                   the following staff members have each applied for a  
family medical leave of absence during the 2014/2015  
school year, and

WHEREAS,                   the requests are in accordance with contractual provisions  
and District practice,

BE IT RESOLVED,           that the following requests for leave of absence be approved:

1. Name:                   POLATSIDIS, Caroline  
Appointment:             English Teacher  
Effective Date:           April 20, 2015 through April 29, 2015  
Reason:                   Family Medical Leave  
Service was Begun:       September 1, 2006  
Assignment:               Syosset High School

MOVED BY: Ms. Parker

SECONDED BY: Dr. Resnick  
MOTION CARRIED: (9-0)

Meeting No. 15

NEW BUSINESS (a- 3)

May 11, 2015

RESOLUTION NO. 15-5     APPROVAL OF EXTENSION OF LEAVE OF ABSENCE – FOR THE PURPOSE OF CHILDCARE - 2015/2016 SCHOOL YEAR

WHEREAS,                    following staff member has applied for a leave of absence during the 2015/2016 school year, and

WHEREAS,                    the requests are in accordance with contractual provisions and District practice

BE IT RESOLVED,            that the following request for leave of absence be approved:

1. Name:                    BRAVERMAN, Marla  
Appointment:            ESL Teacher  
Effective Date:           September 1, 2015 through June 30, 2016  
Reason:                    Childcare Leave  
Service was Begun:      September 1, 1999  
Assignment:              Syosset High School

2. Name:                    EGGERMAN, Heather  
Appointment:            Music Teacher  
Effective Date:           September 1, 2015 through June 30, 2016  
Reason:                    Childcare Leave  
Service was Begun:      September 1, 2005  
Assignment:              Berry Hill Elementary School

3. Name:                    O'ROURKE, Amanda  
Appointment:            Art Teacher  
Effective Date:           September 1, 2015 through January 26, 2016  
Reason:                    Childcare Leave  
Service was Begun:      September 1, 2002  
Assignment:              Syosset High School

4. Name:                    PALMER, Katherine  
Appointment:            English Teacher  
Effective Date:           September 1, 2015 through June 30, 2016  
Reason:                    Childcare Leave  
Service was Begun:      September 1, 2001  
Assignment:              Syosset High School

MOVED BY: Ms. Neuendorf

SECONDED BY: Mr. Gershon  
MOTION CARRIED: (9-0)

Meeting No. 15

NEW BUSINESS (a- 4)

May 11, 2015

RESOLUTION NO. 15-6 APPOINTMENT OF PERMANENT SUBSTITUTE STAFF

RESOLVED, that the following permanent substitute staff will be employed for the 2014/2015 school year.

<u>NAME</u>	<u>EMPLOYEE TYPE</u>
CIMLER-PIETROFORTE, Joianne	Permanent Substitute
MC GANN, Mary	Permanent Substitute
MC KENNA, Christine	Permanent Substitute
SAMIOU-HANAKIS, Evelyn	Permanent Substitute
SIECK, Christopher	Permanent Substitute

**DELETE:**

COMENS, Liana	Permanent Substitute
FINE, Jodi	Permanent Substitute
GRABOW, Sara	Permanent Substitute
INGLESE, Mallory	Permanent Substitute
PERSICO, Anthony	Permanent Substitute

MOVED BY: Ms. Frankel

SECONDED BY: Ms. Parker  
MOTION CARRIED: (9-0)

Meeting No. 15

NEW BUSINESS (a- 5)

May 11, 2015

RESOLUTION NO. 15-7 APPOINTMENT OF TUTOR STAFF

RESOLVED, that the following tutor staff will be employed  
for the 2014/2015 school year.

<u>NAME</u>	<u>EMPLOYEE TYPE</u>
ARENA, Julia	Tutor

**DELETE:**

CASTELLANO, Elizabeth	Tutor
WIMMER, Michael	Tutor

MOVED BY: Mr. Di Filippo

SECONDED BY: Ms. Neuendorf  
MOTION CARRIED: (9-0)

Meeting No. 15

NEW BUSINESS (a- 6)

May 11, 2015

RESOLUTION NO. 15-8     APPOINTMENT OF PER DIEM SUBSTITUTE STAFF

RESOLVED,                    that the following per diem substitute staff will be employed  
for the 2014/2015 school year.

NAME

EMPLOYEE TYPE

BRUNO, Kathryn  
CASTELLANO, Elizabeth

Per Diem Substitute  
Per Diem Substitute

**DELETE:**

MC GANN, Mary

Per Diem Substitute

MOVED BY: Ms. Frankel

SECONDED BY: Ms. Parker  
MOTION CARRIED: (9-0)

Meeting No. 15

NEW BUSINESS (a- 7)

May 11, 2015

RESOLUTION NO. 15-9     APPOINTMENT OF TEACHING ASSISTANT SUBSTITUTE STAFF

RESOLVED,                     that the following teaching assistant substitute staff will be employed for  
the 2014/2015 school year.

NAME

EMPLOYEE TYPE

MULLEN-TINELLI, Susan

Teaching Assistant Substitute

MOVED BY: Mr. Di Filippo

SECONDED BY: Ms. Schlesinger

MOTION CARRIED: (9-0)

Meeting No. 15

NEW BUSINESS (a- 8)

May 11, 2015

RESOLUTION NO. 15-10 APPOINTMENT TO TENURE

RESOLVED, that, upon the recommendation of the Superintendent of Schools and in accordance with Education Law regarding tenure, the following named members of the administrative and/or certified staff, who have each satisfactorily completed a probationary period of service, be appointed to further service for the school year 2015/2016 in the areas indicated and are to acquire permanent tenure in the Syosset Central School District:

<u>NAME</u>	<u>SCHOOL/LOCATION</u>	<u>TENURE AREA</u>	<u>EFFECTIVE DATE</u>
GROSSO, Peggy	District	Coordinator of Educational Svcs.	08/13/15
FOKIANOS, Kelly	Baylis Elementary	Library Media	09/01/15
ZINNANTI, Danielle	Village Elementary	Elementary Education	09/01/15
SAWICKI, Christopher	South Woods Middle	Science	09/01/15
LOEW, Matthew	Syosset High School	Social Studies	09/01/15
LYNCH, Nicole	Syosset High School	Art	09/01/15
NUARA, Joseph	Syosset High School	Science	09/01/15
OCCHIUTO, Marc	Syosset High School	Social Studies	09/01/15
O'ROURKE, Erin	Syosset High School	Mathematics	09/01/15
ROWSE, Paige	Syosset High School	Library Media	09/01/15

MOVED BY: Dr. Resnick

SECONDED BY: Ms. Parker  
 MOTION CARRIED: (9-0)

Dr. Cohen, Dr. Rogers and the Board of Education congratulated the above staff on their tenure.



Meeting No. 15

NEW BUSINESS (a - 9)

May 11, 2015

RESOLUTION NO. 15-11 EDUCATIONAL CONSULTANT

RESOLVED, that Mr. Richard Miller be appointed as an Educational  
Consultant effective July 1, 2015 at a daily rate of \$750.

MOVED BY: Ms. Schlesinger

SECONDED BY: Ms. Neuendorf  
MOTION CARRIED: (9-0)

Meeting No. 15

NEW BUSINESS (a- 10)

May 11, 2015

RESOLUTION NO. 15-12 APPOINTMENT TO SPECIAL ASSIGNMENTS –  
SYOSSET HIGH SCHOOL

RESOLVED, that the following appointments to special assignments in Syosset High School, as listed below, be and hereby are approved for the 2014/2015 school year. All are within the budgeted guidelines.

<u>ADVISOR</u>	<u>CLUB</u>	<u>YEAR</u>	<u>STIPEND 2014/2015</u>
<b><u>DELETE:</u></b>			
VISCO, Michael	Spring Musical, Lighting Designer	05	\$1845.50

MOVED BY: Ms. Parker

SECONDED BY: Ms. Frankel  
MOTION CARRIED: (9-0)

Meeting No. NEW BUSINESS (a- 11) May 11, 2015

RESOLUTION NO. 15-13 RATIFICATION OF STIPULATION OF AGREEMENT –  
CONTRACT – SYOSSET PRINCIPALS’ ASSOCIATION

**WHEREAS,** the labor agreement ending on June 30, 2014 between the BOARD OF EDUCATION OF THE SYOSSET CENTRAL SCHOOL DISTRICT (hereinafter “District”) and the SYOSSET PRINCIPALS’ ASSOCIATION (hereinafter “Association”) expired on said date, and

**WHEREAS,** representatives of the respective parties have engaged in negotiations for a successor agreement to said expiring labor agreement, and

**WHEREAS,** the representatives of the District and the Association memorialized their agreement in a Memorandum of Agreement providing for a new collective bargaining agreement for the term of July 1, 2014 through June 30, 2017,

**NOW THEREFORE,  
BE IT RESOLVED,`** that the Board of Education of the District herewith ratifies and approves the Memorandum of Agreement hereinabove referenced.

MOVED BY: Dr. Resnick

SECONDED BY: Ms. Parker  
MOTION CARRIED: (9-0)

Dr. Cohen and the Board of Education thanked Dr. Durante, Mr. Kassebaum and the Principals for all they do.

Meeting No. 15

New Business (b-1)

May 11, 2015

**RESOLUTION NO. 15-14 COMMITTEE ON SPECIAL EDUCATION MINUTES**

WHEREAS, the Committee on Special Education and Sub-CSE is responsible for identification and education of children with disabilities, and

WHEREAS, the Board of Education has received and reviewed the minutes of the CSE and Sub-CSE minus the names of the students, and

WHEREAS, the Board of Education may request the CSE and Sub-CSE to reconsider any of these recommendations, therefore be it,

RESOLVED, the Board of Education has reviewed and approves of said minutes and will arrange for the implementation of the submitted CSE records:

**COMMITTEE ON SPECIAL EDUCATION MEETINGS**

March 30; April 16, 21, 22, 23

**SUB-COMMITTEES ON SPECIAL EDUCATION MEETINGS**

H.B. Thompson M.S. – April 21  
South Grove Elementary – March 31  
Berry Hill Elementary – March 25  
Baylis Elementary – March 11

**COMMITTEE ON SPECIAL EDUCATION ANNUAL REVIEW MEETINGS**

March 24, 25, 27; April 14, 16, 20, 21, 22, 23

**SUB-COMMITTEES ON SPECIAL EDUCATION ANNUAL REVIEW MEETINGS**

Syosset High School – February 3, 24, 25, 27; March 3, 9, 17, 18, 23  
Parentally Placed – March 20  
South Woods M.S. – March 3  
H.B. Thompson M.S. – March 10, 19, 24  
Out of District – March 3, 17, 19, 23, 24, 30; April 1, 13  
Walt Whitman Elementary – March 11, 16, 25  
South Grove Elementary – March 30, 31; April 1  
Baylis Elementary – March 11, 13, 26  
Village Elementary – March 24, 25, 27

**CPSE TO CSE TRANSITION**

March 16, 17, 20, 23, 25, 26, 27, 30; April 15

MOVED BY: Mr. Di Filippo

SECONDED BY: Ms. Neuendorf  
MOTION CARRIED: (9-0)

Meeting No. 15

New Business (b-2)

May 11, 2015

RESOLUTION NO. 15-15 COMMITTEE ON PRESCHOOL SPECIAL EDUCATION

WHEREAS, The Committee on Preschool Special Education is now directly responsible to the Board of Education for its findings under Chapter 243, and

WHEREAS, the Board of Education must arrange for all special placements for services for Children of the Syosset Central School District, and

WHEREAS, each member of the Board of Education has received a copy of said recommendations, minus the names of the children presented, for their information, now, therefore be it

RESOLVED, that the Board of Education hereby resolves to arrange for the recommendations of the Committee on Preschool Special Education meeting of:

March 30, 2015\*

March 31, 2015\*

April 13, 2015\*

April 14, 2015

April 21, 2015\*

April 22, 2015

April 23, 2015\*

\*ANNUAL REVIEW

MOVED BY: Ms. Parker

SECONDED BY: Dr. Resnick

MOTION CARRIED: (9-0)

Meeting No. 15

NEW BUSINESS (b - 3)

May 11, 2015

RESOLUTION NO. 15-16 FIRST READING:

**POLICY 6010: FISCAL CONTROLS**  
**POLICY 6020: FUND BALANCE AND RESERVE FUNDS**  
**POLICY 6100: ANNUAL BUDGET**  
**POLICY 6150: BUDGET TRANSFERS**  
**POLICY 6240: INVESTMENTS**  
**POLICY 6410: AUTHORIZED SIGNATURES**  
**POLICY 6420: ONLINE BANKING**  
**POLICY 6600: FISCAL ACCOUNTING AND REPORTING**  
**POLICY 6650: CLAIMS AUDITOR**  
**POLICY 6660: INDEPENDENT-EXTERNAL AUDITS**  
**POLICY 6670: PETTY CASH –PETTY CASH ACCOUNTS**  
**POLICY 6675: EXTRA CLASSROOM ACTIVITY FUNDS**  
**POLICY 6680: INTERNAL AUDIT FUNCTION**  
**POLICY 6685: MEDICAID COMPLIANCE**  
**POLICY 6800: FIXED ASSET ACCOUNTING**  
**POLICY 6810: PAYROLL PROCEDURES**  
**POLICY 6830: EXPENSE REIMBURSEMENT**  
**POLICY 6900: DISPOSAL OF PROPERTY**

WHEREAS, the Board of Education of the Syosset Central School District has an active policy concerning new policy statements or a change in existing policy statements, and

WHEREAS, that the SECOND READING of the following policies:

Policy 6010: Fiscal Controls; Policy 6020: Fund Balance And Reserve Funds; Policy 6100: Annual Budget; Policy 6150: Budget Transfers; Policy 6240: Investments; Policy 6410: Authorized Signatures; Policy 6420: Online Banking; Policy 6600: Fiscal Accounting And Reporting; Policy 6650: Claims Auditor; Policy 6660: Independent-External Audits; Policy 6670: Petty Cash –Petty Cash Accounts; Policy 6675: Extra Classroom Activity Funds; Policy 6680: Internal Audit Function; Policy 6685: Medicaid Compliance; Policy 6800: Fixed Asset Accounting; Policy 6810: Payroll Procedures; Policy 6830: Expense Reimbursement; Policy 6900: Disposal Of Property Shall Occur At The Meeting Of The Board Of Education On June 15, 2015.

MOVED BY: Mr. Gershon

SECONDED BY: Mr. Di Filippo

This will be voted on at the June 15<sup>th</sup> meeting. Copies of the proposed policies are available for inspection on the District website.

Meeting No. 15                      NEW BUSINESS (b - 4) and (b-5)                      May 11, 2015

RESOLUTION NO. 15-17    SECOND READING AND ADOPTION WERE TAKEN TOGETHER  
**POLICY 4321.4: DISTRICT-WIDE AND STATE-WIDE  
ASSESSMENTS OF STUDENTS WITH DISABILITIES OR 504  
ACCOMMODATION PLANS  
POLICY 5151: EDUCATION OF HOMELESS CHILDREN AND  
UNACCOMPANIED YOUTH  
POLICY 5152: ADMISSION OF NON-RESIDENT STUDENTS  
POLICY 5460.2: CHILD ABUSE, MALTREATMENT OR NEGLECT  
OUTSIDE THE EDUCATIONAL SETTING  
POLICY 8140: UNSAFE SCHOOL TRANSFER CHOICE  
POLICY 8414: ALCOHOL AND DRUG TESTING OF BUS DRIVERS  
AND OTHER SAFETY-SENSITIVE EMPLOYEES  
POLICY 8635: INFORMATION SECURITY BREACH AND  
NOTIFICATION  
POLICY 9260: CONDITIONAL APPOINTMENTS OF STAFF  
POLICY 9320: DRUG AND ALCOHOL FREE WORKPLACE  
POLICY 9410: STAFF COMPLAINTS AND GRIEVANCES**

WHEREAS,                      the Board of Education of the Syosset Central School District has  
an active policy concerning new policy statements or a change in  
existing policy statements, and

WHEREAS,                      a FIRST READING was conducted at the Board of Education meeting  
on April 21, 2015, now, therefore, be it

RESOLVED,                      that the Board of Education accepts for a SECOND READING THE  
FOLLOWING POLICIES:  
**POLICY 4321.4: DISTRICT-WIDE AND STATE-WIDE ASSESSMENTS  
OF STUDENTS WITH DISABILITIES OR 504 ACCOMMODATION  
PLANS  
POLICY 5151: EDUCATION OF HOMELESS CHILDREN AND  
UNACCOMPANIED YOUTH  
POLICY 5152: ADMISSION OF NON-RESIDENT STUDENTS  
POLICY 5460.2: CHILD ABUSE, MALTREATMENT OR NEGLECT  
OUTSIDE THE EDUCATIONAL SETTING  
POLICY 8140: UNSAFE SCHOOL TRANSFER CHOICE  
POLICY 8414: ALCOHOL AND DRUG TESTING OF BUS DRIVERS  
AND OTHER SAFETY-SENSITIVE EMPLOYEES  
POLICY 8635: INFORMATION SECURITY BREACH AND  
NOTIFICATION  
POLICY 9260: CONDITIONAL APPOINTMENTS OF STAFF  
POLICY 9320: DRUG AND ALCOHOL FREE WORKPLACE  
POLICY 9410: STAFF COMPLAINTS AND GRIEVANCES**

RESOLUTION NO. 15-17 SECOND READING AND ADOPTION WERE TAKEN TOGETHER  
(CONTINUED)

WHEREAS, the Board of Education of the Syosset Central School District has reviewed and discussed the following proposed policies

**POLICY 4321.4: DISTRICT-WIDE AND STATE-WIDE ASSESSMENTS OF STUDENTS WITH DISABILITIES OR 504 ACCOMMODATION PLANS**

**POLICY 5151: EDUCATION OF HOMELESS CHILDREN AND UNACCOMPANIED YOUTH**

**POLICY 5152: ADMISSION OF NON-RESIDENT STUDENTS**

**POLICY 5460.2: CHILD ABUSE, MALTREATMENT OR NEGLECT OUTSIDE THE EDUCATIONAL SETTING**

**POLICY 8140: UNSAFE SCHOOL TRANSFER CHOICE**

**POLICY 8414: ALCOHOL AND DRUG TESTING OF BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES**

**POLICY 8635: INFORMATION SECURITY BREACH AND NOTIFICATION**

**POLICY 9260: CONDITIONAL APPOINTMENTS OF STAFF**

**POLICY 9320: DRUG AND ALCOHOL FREE WORKPLACE**

**POLICY 9410: STAFF COMPLAINTS AND GRIEVANCES**

WHEREAS, the proposed policies had a FIRST READING on April 21, 2015 and a SECOND READING on May 11, 2015, now therefore be it

RESOLVED, that the Board of Education hereby adopts the following policies:

**POLICY 4321.4: DISTRICT-WIDE AND STATE-WIDE ASSESSMENTS OF STUDENTS WITH DISABILITIES OR 504 ACCOMMODATION PLANS**

**POLICY 5151: EDUCATION OF HOMELESS CHILDREN AND UNACCOMPANIED YOUTH**

**POLICY 5152: ADMISSION OF NON-RESIDENT STUDENTS**

**POLICY 5460.2: CHILD ABUSE, MALTREATMENT OR NEGLECT OUTSIDE THE EDUCATIONAL SETTING**

**POLICY 8140: UNSAFE SCHOOL TRANSFER CHOICE**

**POLICY 8414: ALCOHOL AND DRUG TESTING OF BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES**

**POLICY 8635: INFORMATION SECURITY BREACH AND NOTIFICATION**

**POLICY 9260: CONDITIONAL APPOINTMENTS OF STAFF**

**POLICY 9320: DRUG AND ALCOHOL FREE WORKPLACE**

**POLICY 9410: STAFF COMPLAINTS AND GRIEVANCES**



RESOLUTION NO. 15-17 SECOND READING AND ADOPTION WERE TAKEN TOGETHER  
(CONTINUED)

replacing the following existing Board of Education policies:  
Education of the Homeless Children and Unaccompanied Youth Policy;  
Admission of Transfer Pupils in Grades One and Higher; Suspected Child  
Abuse and Maltreatment; Unsafe School Transfer Choice; Drug and  
Alcohol Testing Policy for School Bus Drivers and Other Safety-Sensitive  
Employees; Cyber Security Breach and Notification Policy; Conditional  
Appointment Student Safety Policy; Drug and Alcohol Free Workplace;  
and Staff Complaints and Grievances – Revised, effective May 11, 2015.  
Be it further

RESOLVED, that said adopted Policies are as appended to this Resolution.

MOVED BY: MS. PARKER

SECONDED BY: MS. FRANKEL  
MOTION CARRIED: (9-0)

Meeting No. 15

NEW BUSINESS (b - 6)

May 11, 2015

RESOLUTION NO. 15-18 ANNUAL REVIEW & READOPTION OF MULTI-YEAR PROFESSIONAL DEVELOPMENT PLAN – REVISED

WHEREAS, Section 100.2 of the Regulations of the Commissioner of Education have required the establishment of a Professional Development Plan and

WHEREAS, on June 19, 2000 the Syosset Central School District adopted a Multi-Year Professional Development Plan and

WHEREAS, such plan requires an annual review, and

WHEREAS, the Professional Development Committee reviewed

BE IT RESOLVED, that the Board of Education has reviewed and approved the Annual Professional Development Plan for the 2015-2016 school year.

MOVED BY: Ms. Neuendorf

SECONDED BY: Mr. Gershon  
MOTION CARRIED: (9-0)

Meeting No. 15

NEW BUSINESS (b-7)

May 11, 2015

RESOLUTION NO. 15-19 APPROVAL OF STUDENT CLUB CHARTERS 2014-2015

WHEREAS, Sections 172.2 of the Commissioners Regulations require that the Board of Education make regulations for the establishment, operation, and maintenance of extra classroom activities and for the safeguarding, accounting and audit of all monies received, and

WHEREAS, as part of these regulations, all school clubs that are established in grades five through twelve will be required to submit a school charter for Board of Education approval, therefore be it

RESOLVED, that the President of the Board of Education is authorized to sign student club charters and that in his absence or unavailability, Dr. Patricia Rufo, Assistant Superintendent for Business, as the Board's designee, is authorized to sign charters, and be it further

RESOLVED, that all 2014-2015 student club charters are approved by the Board of Education.

MOVED BY: Mr. Lafazan

SECONDED BY: Ms. Parker  
MOTION CARRIED: (9-0)

Meeting No. 15

NEW BUSINESS (c-1)

May 11, 2015

RESOLUTION NO. 15-20 AUTHORIZATION FOR SERVICE CONTRACTS

WHEREAS, the Syosset Central School District wishes to initiate and/or continue service contracts with vendors for essential supplemental computer, administrative and facilities services that affect the ongoing operations of the district as per the attachment, therefore be it

RESOLVED, that the President of the Board of Education is authorized to sign contracts with the various vendors and that, in his absence or unavailability, Dr. Patricia Rufo, Assistant Superintendent for Business, as the Board's designee, is authorized to sign contracts, and be it further

RESOLVED, that purchase orders for contracts for the 2014-15 and 2015-16 school year be issued to the vendors on the attached list. Resources for the above are within the General Fund.

MOVED BY: Mr. Di Filippo  
 OPPOSED: Mr. Lafazan

SECONDED BY: Ms. Schlesinger

MOTION CARRIED: (8-1)

C-1  
 Service Contracts  
 2014-15 and 2015-16

VENDOR	DESCRIPTION	AMOUNT
Acme Bus Corporation	Extension of contract – one year expires June 30, 2016	CPI or 4% whichever is lower
Huntington Coach	Extension of contract – one year expires June 30, 2016	CPI
Textbook Central	Non-public textbook loan program school year 2015-2016	First 25 students \$26.50/ per student 26-250 students \$21.20/ per student Over 250 students \$15.90/ per student
New York State Coalition for Independent and Religious Schools (NYSCIRS)	Agreement 11/3/2014 – 8/30/2015	Title IIA allocation to St. Edwards plus 3% administrative fee
Board of Cooperative Educational Services (Nassau BOCES)	Communication System Hardware and/or software	\$484,394.55

Items C-2 AND C-3 were taken together.

Meeting No. 15

NEW BUSINESS (c-2)

May 11, 2015

RESOLUTION NO. 15-21 AWARD OF BID FOR AUTOMATIC TEMPERATURE CONTROL SERVICE AND REPAIR #16-15.16 – COOPERATIVE BID.

Reviewed by: G. Knoph, C. Costa, C. Abner

Bids for purchase of Automatic Temperature Control Service and Repair #16-15.16 – Cooperative Bid for the school year 2015-2016 were duly received and opened on April 17, 2015.

It is recommended that award be made to the lowest responsible bidders meeting specifications.

Tabulations of bids and Summary of Bidders are on file in the Business Office.

BID RESULTS: Automatic Temperature Control Service and Repair #16-15.16 – Cooperative Bid

RESOLVED: that the Board of Education award the bid for Automatic Temperature Control Service and Repair #16-15.16 – Cooperative Bid school year to the lowest responsible bidder. Funds for the above are within the General Fund budget allocation for the 2015-2016 school year.

NEW BUSINESS (c-3)  
AWARD OF BID FOR PUBLIC ADDRESS SYSTEM, INTERCOM AND MASTER CLOCK SERVICE, MAINTENANCE & PARTS #17-15.16 – COOPERATIVE BID.

Reviewed by: G. Knoph, C. Costa, C. Abner

Bids for purchase of Public Address System, Intercom and Master Clock Service, Maintenance & Parts #17-15.16 – Cooperative Bid for the school year 2015-2016 were duly received and opened on April 17, 2015.

It is recommended that award be made to the lowest responsible bidders meeting specifications.

Tabulations of bids and Summary of Bidders are on file in the Business Office.

BID RESULTS: Public Address System, Intercom and Master Clock Service, Maintenance & Parts #17-15.16 – Cooperative Bid

RESOLVED: that the Board of Education award the bid for Public Address System, Intercom and Master Clock Service, Maintenance & Parts #17-15.16 – Cooperative Bid school year to the lowest responsible bidder. Funds for the above are within the General Fund budget allocation for the 2015-2016 school year.

MOVED BY: Ms. Neuendorf

SECONDED BY: Ms. Schlesinger

**MOTION CARRIED: (9-0)**

Items c-4 and c-5 were taken together.  
Meeting No. 15

NEW BUSINESS (c-4)

May 11, 2015

RESOLUTION NO. 15-22            ACCEPTANCE OF DONATION

WHEREAS,            the Syosset Central School District has received a donation of three (3) picnic tables, and

WHEREAS,            the Village Elementary School 5<sup>th</sup> Grade Committee wishes to make this donation, therefore be it

RESOLVED,            that the Syosset Central School District accepts with appreciation the donation of three (3) picnic tables. Approximate value of \$294.00.

NEW BUSINESS (c-5)

WHEREAS,            the Syosset Central School District has received a donation of two (2) wireless microphone systems, and

WHEREAS,            the Berry Hill Elementary School PTA wishes to make this donation, therefore be it

RESOLVED,            that the Syosset Central School District accepts with appreciation the donation of two (2) wireless microphone systems. Approximate value of \$1,098.00.

MOVED BY: Ms. Frankel

SECONDED BY: Dr. Resnick  
MOTION CARRIED: (9-0)

Meeting No. 15

NEW BUSINESS (c-6)

May 11, 2015

RESOLUTION NO. 15-23 AUTHORIZATION OF SETTLEMENT AGREEMENT AND  
RELEASE – INDEX NO. 12-012154

WHEREAS, the Plaintiffs have agreed to a Settlement Agreement and Release,  
therefore be it

RESOLVED, that the President of the Board of Education is authorized to sign a  
Settlement Agreement and Release, and that in his absence or  
unavailability, Dr. Jeffrey Streitman, Deputy Superintendent, as the  
Board's designee, is authorized to sign such agreements, therefore be it  
further

RESOLVED, to agree to the terms set forth in the confidential Settlement Agreement  
and Release. Resources for the above are made through the district  
insurance carrier.

MOVED BY: Ms. Schlesinger

SECONDED BY: Mr. Di Filippo  
MOTION CARRIED: (9-0)



Meeting No. 15

NEW BUSINESS (c-7)

May 11, 2015

RESOLUTION NO. 15-24 TO APPROVE JOINT PARTICIPATION FOR PURPOSES OF  
SUBMISSION OF THE GOVERNMENT EFFICIENCY PLAN

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education designates the Roslyn School District as lead entity for purposes of submission of the Government Efficiency Plan on behalf of the Syosset Central School District in cooperation with Carle Place, East Williston, Garden City, Glen Cove, Great Neck, Jericho, Locust Valley, Manhasset, North Shore, Oyster Bay, Port Washington, Roslyn and Herricks, therefore be it further

RESOLVED, that the Board of Education authorizes the Superintendent and the Chief Financial Officer to certify the submission of the Government Efficiency Plan on behalf of the Syosset Central School District and provide to the Roslyn School District as the lead entity.

MOVED BY: Ms. Frankel

SECONDED BY: Ms. Parker  
MOTION CARRIED: (9-0)

Meeting No. 15

NEW BUSINESS (c-8)

May 11, 2015

RESOLUTION NO. 15-25 DISPOSAL OF BROKEN, SURPLUS AND/OR OBSOLETE  
EQUIPMENT AND BOOKS

WHEREAS, equipment and books have been determined to be broken, surplus and/or obsolete,  
and

WHEREAS, it is in the best interest of the School District to dispose of such broken, surplus  
and/or obsolete equipment and/or books, be it

RESOLVED, that such broken, surplus and/or obsolete equipment and books will be disposed  
of in a manner that serves the best interest of the Syosset Central School District.  
Be it further

RESOLVED, that the Superintendent of Schools, or his designee is hereby authorized to  
proceed with the disposal of surplus, broken and/or obsolete equipment, supplies  
and books.

MOVED BY: Mr. Di Filippo

SECONDED BY: Ms. Schlesinger  
MOTION CARRIED: (9-0)

Meeting No. 15

NEW BUSINESS (c-9)

May 11, 2015

RESOLUTION NO. 15-26

ACCEPTANCE OF DONATION

WHEREAS, the Syosset Central School District has received a donation of two (2) flower pots, and

WHEREAS, the South Grove Elementary School PTA wishes to make this donation, therefore be it

RESOLVED, that the Syosset Central School District accepts with appreciation the donation of two (2) flower pots. Approximate value of \$300.00.

MOVED BY: Ms. Parker

SECONDED BY: Ms. Frankel  
MOTION CARRIED: (9-0)

# SYOSSET CENTRAL SCHOOL DISTRICT

## DISTRICT-WIDE AND STATE-WIDE ASSESSMENTS OF STUDENTS WITH DISABILITIES OR 504 ACCOMMODATION PLANS

Policy 4321.4

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The Board of Education recognizes the importance of offering access and appropriate testing accommodations to eligible students so that they can participate in assessment programs on an equal basis with their nondisabled peers. Two elements that contribute to an effective assessment program are proper use of accommodations and use of universal design principles in developing and administering tests.

### Testing Accommodations

Testing accommodations provide an opportunity for students with disabilities to:

- Participate in the instructional and assessment program;
- Demonstrate their strengths, knowledge and skills without being restricted by their disability; and
- Provide an accurate measure of the standards being assessed so that appropriate instruction and services can be provided.

Testing accommodations are changes made in the administration of the test in order to remove obstacles to the test-taking process that are presented by the disability without changing the constructs being tested. Testing accommodations include, but are not limited to: flexibility in scheduling/timing; flexibility in the setting for the administration of the test; changes in the method of presentation and changes in the method of response. Testing accommodations are neither intended nor permitted to: alter the construct being measured or invalidate the results, provide an unfair advantage for students with disabilities over students taking the test under standard conditions or substitute for knowledge or abilities that the student has not attained.

The Committee on Special Education, the Subcommittee on Special Education or the Committee on Preschool Special Education is responsible for recommending the appropriate test accommodations and including those recommendations on the student's Individualized Education Program (IEP) or Individualized Education Services Program (IESP). The 504 multidisciplinary committee will include the appropriate test accommodations as part the 504 plan. If it is determined that a student should participate in alternative assessments instead of the standard statewide or District-wide tests, the CSE must indicate the reasons for doing so on the IEP or IESP.

The recommendations will be reviewed annually by the CSE, CSE subcommittee, CPSE or 504 team. The Board of Education acknowledges the importance of integrating the assessment program with the instructional program and, to that end, encourages effective communication among School District staff so that implementation is consistent and fair. The goal is to provide effective assessments that allow students to benefit from their educational program.

In some situations, a building principal may authorize the use of testing accommodations in accordance with this policy. Those instances are limited to cases where a regular education

# SYOSSET CENTRAL SCHOOL DISTRICT

## DISTRICT-WIDE AND STATE-WIDE ASSESSMENTS OF STUDENTS WITH DISABILITIES OR 504 ACCOMMODATION PLANS

Policy 4321.4

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student incurs a disability, such as, but not limited to, a broken arm, without sufficient time for the CSE, CPSE and/or Section 504 Committee to make a recommendation prior to a test. They do not include cases where the student is already being evaluated to determine his or her eligibility for status as a student with a disability. In exercising this authority, the building principal will rely on his or her professional judgment. He or she also may confer with CSE, CPSE and/or Section 504 Committee members.

### Universal Design Principles in District-wide Assessments

The Board of Education recognizes the benefits of using the principles of universal design to further the goal of providing equal access to District-wide assessments and to provide the most accurate measure of the performance of all students. The Board of Education directs the Superintendent of Schools, in consultation with appropriate school staff, to examine how universal design principles can be incorporated into the School District's assessment program, and to facilitate its use to the extent feasible. Any steps taken in this regard will be consistent with this policy and applicable State Education Department policy and/or guidance on the use of universal design principles.

At a minimum, the Superintendent of Schools will explore how School District assessments can be:

1. Made more usable by students with diverse abilities.
2. Designed to better accommodate a wide range of individual preferences and abilities.
3. Made more understandable.
4. Made to communicate necessary information to students more effectively.
5. Designed to minimize adverse consequences of accidental or unintended actions.
6. Used more efficiently and comfortably and with a minimum of student fatigue.

Cross-ref: Policy 4321, Programs with Disabilities *et. seq.*

Ref: Individuals with Disabilities Education Act (IDEA), 20 USC §§1401(35); 1412(a)(16)(E);  
34 CFR §§ 300.44  
Assistive Technology Act, 29 USC 3002(19)  
8 NYCRR §§200.1(jjj); 200.2(b)(13,14); 200.4(d)(2)(vi)  
§ 504 of the Rehabilitation Act of 1973

Adoption date: May 11, 2015

# SYOSSET CENTRAL SCHOOL DISTRICT

## EDUCATION OF HOMELESS CHILDREN AND UNACCOMPANIED YOUTH

Policy 5151

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The Board of Education recognizes its responsibility to identify homeless children, as that term is defined under federal and state law, within the School District, encourage their enrollment and eliminate existing barriers to their education which may exist in school district practices. The Board of Education will provide that homeless children attending the schools in the School District with access to the same free and appropriate public education, including preschool education, as other children.

In order to determine whether there are unserved homeless children in the School District, the School District shall contact the local department of social services, local runaway and homeless youth shelters and any other shelters located in the School District. It is understood that not all homeless students can be identified through agencies as they may be sharing the housing of other persons, such as family or friends, due to loss of housing, economic hardship, or other similar reason. Accordingly, the School District will utilize an enrollment form that asks for a description of the current living arrangement of the child or youth in order to determine whether the child or youth meets the definition of a homeless child under the McKinney-Vento Homeless Education Assistance Act and New York State Education Law.

A homeless child is a child who lacks a fixed, regular, and adequate nighttime residence or who has a primary nighttime location in a public or private shelter designed to provide temporary living accommodations, or a place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. This definition also includes a child who shares the housing of others due to loss of housing, economic hardship, or similar reason; lives in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; lives in a car, park, public space or abandoned building, substandard housing, bus or train station or similar setting; has been abandoned in a hospital or is awaiting foster care placement; or is a migratory child who qualifies as homeless. An unaccompanied youth is a homeless child not in the physical custody of a parent or legal guardian.

A homeless child has the right to attend school in either the district of origin (i.e., where he/she resided before becoming homeless), the district of current location, or a district participating in a regional placement plan. The homeless child is entitled to attend the designated school district on a tuition-free basis for the duration of his or her homelessness. If the child is relocated to temporary housing outside the School District, or to a different attendance zone or community school district within the School District, the child is entitled to continue to attendance in the same school building until the end of the school year and for one additional year if that year constitutes the child's terminal year in such building.

The Superintendent of Schools or his/her designee shall develop procedures necessary to expedite the homeless child's access to the designated school. Such procedures shall include:

1. Admission: Upon designation, the School District shall immediately admit the homeless child to school, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency or other documentation and even if there is a dispute with the child's parents regarding school selection or enrollment.

# SYOSSET CENTRAL SCHOOL DISTRICT

## EDUCATION OF HOMELESS CHILDREN AND UNACCOMPANIED YOUTH

Policy 5151

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Homeless children will have the same opportunity as other children to enroll in and succeed in the schools in the School District. They will not be placed in separate schools or programs based on their status as homeless.

2. Transportation: The School District shall provide transportation for homeless students currently residing within the School District as required by applicable law.
3. School Records: For homeless students attending school out of the School District, the School District shall, within five days of receipt of a request for records, forward a complete copy of the homeless child's records including proof of age, academic records, evaluation, immunization records and guardianship paper, if applicable.

The Superintendent of Schools or his/her designee shall also designate a liaison for homeless children. The liaison's responsibilities shall include, but not be limited to, providing that:

1. homeless children and youth are identified by school personnel and through coordination activities with other entities;
2. homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
3. parents and guardians and unaccompanied youth are fully informed of all transportation services available to them, and are assisted in accessing them;
4. enrollment disputes involving homeless children are promptly mediated and resolved;
5. school personnel in coordination with shelters and social service agencies and other appropriate entities identify homeless children, including homeless preschoolers;
6. homeless children receive educational services for which they are eligible, including Head Start and preschool services to which they are eligible, as well as referrals to health care and other appropriate services; and
7. public notice of educational rights of homeless children is disseminated where homeless children receive services, such as schools, family shelters and soup kitchens.

In accordance with law and regulation, the School District will offer a prompt dispute resolution process (described in more detail in the accompanying administrative regulation).

# SYOSSET CENTRAL SCHOOL DISTRICT

## EDUCATION OF HOMELESS CHILDREN AND UNACCOMPANIED YOUTH

Policy 5151

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In accordance with Commissioner's regulations, the School District shall collect and transmit to the Commissioner information necessary to assess the educational needs of homeless children within the State.

Cross Ref:

Ref: 42 USC §§11431, et seq.  
School Enrollment Guidelines on the McKinney-Vento Act, 67 Fed. Reg. 10,697-10,701  
(March 8, 2002)  
Education Law §§; 305; 3202; 3205; 3209  
Executive Law §§532-b; 532-e  
Social Services Law §§17; 62; 397  
8 NYCRR §§100.2; 175.6

Adoption date: May 11, 2015



# SYOSSET CENTRAL SCHOOL DISTRICT

## EDUCATION OF HOMELESS CHILDREN AND UNACCOMPANIED YOUTH

Regulation 5151R

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### HOMELESS CHILDREN REGULATION

Each school in the School District shall maintain forms provided by the Commissioner of Education for designating a homeless child's district of attendance. These forms must be provided to any homeless child or parent or guardian who seeks to enroll a child in school. The School District's liaison for homeless students shall assist the homeless child and/or parent or guardian in understanding their rights under the law and provide them with information regarding the educational and related opportunities available to them.

School placement decisions for homeless children will be based on the "best interest of the child." Unless doing so is contrary to the wishes of the child's parent or guardian, to the extent possible, a homeless child will continue to attend the school of origin (the school the child attended when he or she became homeless).

If the School District wishes to send a homeless child to a school other than the school of origin or a school requested by the parent or guardian, the Superintendent of Schools or his/her designee shall provide the parent or guardian with a written explanation of its decision, together with a statement regarding the right to appeal the placement process. The Superintendent of Schools or his/her designee shall refer any such dispute to the School District's liaison for the homeless for resolution. The homeless child must be enrolled in the school sought by the parent or guardian pending resolution of the dispute.

#### Admission Procedures

Upon designation, the Superintendent of Schools or his/her designee shall immediately:

1. review the designation form to determine that it is complete;
2. admit the homeless child even if the child or his/her parent or guardian is unable to produce records normally required for enrollment or there is an unresolved dispute regarding school selection or enrollment;
3. where applicable, make a written request to the School District where a copy of the child's records are located for a copy of the homeless child's school records;
4. notify the liaison for homeless children of the child's admission. The liaison shall:
  - a. notify the child and/or the parent or guardian of the educational and related opportunities available to homeless children including transportation;
  - b. determine that the child receives the educational services for which they are eligible, including Head Start and Even Start and preschool programs administered by the School District;
  - c. make necessary referrals to health care services, dental services, mental health services, and other appropriate services; and
  - d. mediation of any enrollment disputes promptly and in accordance with law.

# SYOSSET CENTRAL SCHOOL DISTRICT

## EDUCATION OF HOMELESS CHILDREN AND UNACCOMPANIED YOUTH

Regulation 5151R

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The Superintendent of Schools or his/her designee shall forward a copy of the designation form to the Commissioner of Education and the school district of origin where applicable.

### Transportation

In accordance with the Education Law, the school district of current location shall provide transportation to homeless children, where designated, as the school district of attendance, on the same basis provided to resident students. For homeless children who are ineligible for transportation either from the local Department of Social Services or a residential program licensed by the Division For Youth (DFY) for runaway and homeless youth, the designated school district shall provide transportation from the child's temporary location and the school on the same basis it transports its resident students. Such transportation shall not be in excess of 50 miles each way except where the Commissioner of Education certifies that transportation in excess of 50 miles is in the best interest of the child.

### Dispute Resolution Process

If, after the Superintendent of Schools or his/her designee reviews the designation form, he/she finds that the student is either not homeless, not entitled to attend the District's school, or not entitled to transportation (if requested), the Superintendent of Schools or his/her designee will do the following:

1. Contact the School District's homeless liaison to assist in dispute resolution process.
2. Contact the student and parent (if available) and inform them of their opportunity to provide more information prior to the School District making a final determination.

If, after consideration of any additional information and input from the homeless liaison, the Superintendent of Schools or his/her designee makes a final determination that a student is not homeless, or not entitled to enrollment or transportation, he/she must provide the student's parent or guardian, or the student, if the student is an unaccompanied youth, with written notice that the student is not entitled to their request. This written notice must also:

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

# **SYOSSET CENTRAL SCHOOL DISTRICT**

## **EDUCATION OF HOMELESS CHILDREN AND UNACCOMPANIED YOUTH**

**Regulation 5151R**

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The Superintendent of Schools or his/her designee will deliver the School District's final decision to the parent, guardian, or unaccompanied youth in a timely manner. The student must remain enrolled and provided with transportation (if requested) until the School District makes a final determination and for a minimum of thirty (30) days after the determination to give the student's parent or guardian or unaccompanied youth the opportunity to appeal to the Commissioner.

If the parent/guardian or student commences an appeal to the Commissioner with a stay application within thirty (30) days of the final determination, the homeless child or youth will be permitted to continue to attend the school s/he is enrolled in at the time of the appeal and/or receive transportation to that school until the Commissioner renders a decision on the stay application.

# SYOSSET CENTRAL SCHOOL DISTRICT

## ADMISSION OF NON-RESIDENT STUDENTS

Policy 5152

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**Definition:** For the purpose of attendance in the District's schools, a resident is defined as an individual whose domicile is within the district.

Non-resident pupils shall be denied the privilege of attending the District's schools except in the following circumstances:

### Eligibility of Former Residents:

- Students enrolled in 12<sup>th</sup> grade will be permitted to complete the school year in the District's schools without the payment of tuition.
- Students enrolled in 11<sup>th</sup> grade who attended the District's schools during 9<sup>th</sup> and 10<sup>th</sup> grade will be permitted to complete the school year in the District's schools and will be permitted to complete their high school education in the District's schools and will, therefore, be permitted to attend the District's schools in 12<sup>th</sup> grade without the payment of tuition.

### Eligibility of Special Non-Residents Under Contract From Other Districts:

This policy shall not apply to non-resident students who are placed in a School District program as a result of another public school district's Committee on Special Education recommendation, when such recommendation has been consented to by the District and for which a contract between the School District and the other public school district exists.

### Admission of Non-Resident Students Awaiting Possession of Home in District:

Non-residents who are scheduled to become residents of the School District by purchasing or leasing a School District residence within forty-five (45) calendar days from the date of enrollment of their child(ren) may register their child(ren) prior to establishing such residency upon the delivery of the following to the School District's Registrar:

- an executed copy of the contract for the purchase or lease of a residence in the School District; and
- a certified/bank check or money order made payable to the Syosset Central School District in an amount equal to 2/10ths of the yearly tuition for non-resident students.
- A sworn affidavit, in the form annexed hereto, acknowledging the non-resident applicant's status as a non-resident, and that such status shall continue unless and until the non-resident applicant has actually established residence in the School District.

The parent/guardian of the non-resident student is responsible for transporting the student to and from school until the time that they become bona fide residents.

Non-resident students who are permitted to attend the School District because they are

# SYOSSET CENTRAL SCHOOL DISTRICT

## ADMISSION OF NON-RESIDENT STUDENTS

Policy 5152

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awaiting possession of a home in the District will pay tuition at the rate set forth in the Commissioner's Regulations. Any student whose parents become residents of the School District within forty-five (45) calendar days from the date of enrollment of their child(ren) shall be refunded the tuition paid upon enrollment.

### **Reservation of Rights:**

The School District reserves the right to refuse to admit a non-resident student if the Superintendent of Schools or her/his designee determines that:

- placement in the School District's program would result in the exclusion of a resident student;
- the admission of the non-resident student will result in an increase in the size of the faculty or staff necessary to educate the non-resident student;
- the student has been disciplined, suspended or excluded from her/his previous school for disruptive behavior or endangering the health and safety of other students; or
- when such exclusion is deemed to be in the interests of the School District.

### **Review of Policy**

The Superintendent of Schools shall periodically review the operation of this policy.

### **Cross Ref:**

Ref: Education Law §3202  
Education Law §1709(13), Education Law §1805  
8 NYCRR 174.2

### **Adoption Date:**

**SYOSSET CENTRAL SCHOOL DISTRICT**

**ADMISSION OF NON-RESIDENT STUDENTS  
AFFIDAVIT FOR NON-RESIDENTS**

**5152-E.1**

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**SYOSSET CENTRAL SCHOOL DISTRICT  
9 Pell Lane  
Syosset, New York 11791**

**AFFIDAVIT FOR NON-RESIDENTS**

\_\_\_\_\_, being duly sworn, deposes and says that each of the following statements is true, under the penalty of perjury:

1. I and my family will move into the dwelling and become bona fide residents of the Syosset Central School District by making our home at \_\_\_\_\_

\_\_\_\_\_ within forty-five (45) days from the execution of this affidavit.

2. I and my family currently reside at our home at \_\_\_\_\_

\_\_\_\_\_.

3. The following persons will live in our home:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. I recognize that the Syosset Central School District will rely upon this representation that our home (also known as our domicile) is at the address shown in paragraph one.

5. My statements in this affidavit are true. I know that perjury is a crime punishable by imprisonment or fine.

6. I have read Policy No. 5152 and understand its terms. I have had an opportunity to have an attorney explain those terms to me.

**SYOSSET CENTRAL SCHOOL DISTRICT**

**ADMISSION OF NON-RESIDENT STUDENTS  
AFFIDAVIT FOR NON-RESIDENTS**

**5152-E.1**

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7. In the event I do not establish my domicile at the address set forth in paragraph 1 of this affidavit within forty-five (45) days from today, I understand and agree that the School District will be authorized to retain the proceeds of the check I delivered today, as tuition, and exclude my children from attendance in its schools.

8. I understand that until I become a bona fide resident in the School District, I will be responsible to transport my children to and from school daily.

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Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_.

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Notary Public

# SYOSSET CENTRAL SCHOOL DISTRICT

## CHILD ABUSE, MALTREATMENT OR NEGLECT OUTSIDE THE EDUCATIONAL SETTING

Policy 5460.2

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### Mandated Reporting

New York State Social Services Law §413 et seq., sets forth the requirements for reporting suspected cases of child abuse or maltreatment. School officials include: teachers, school nurses, school guidance counselors, school psychologists, school social workers, administrators, coaches or other school personnel required to hold a teaching or administrative license or certificate. In connection therewith, the School District will implement a school district central reporting procedure, consistent with the applicable laws, for the reporting of child abuse or maltreatment to the appropriate agencies.

### General Definitions

1. Abused Child: According to by Social Services Law and the Family Court Act, is a child less than eighteen (18) years of age whose parent or other person legally responsible for his or her care:
  - a. inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ; or
  - b. creates or allows to be created a substantial risk of physical injury to such a child by other than accidental means which would be likely to cause death or serious or protracted disfigurement, or protracted impairment of physical or emotional health, or protracted loss or impairment of the function of any bodily organ; or
  - c. commits, or allows to be committed, a sex offense against such child, as defined in the penal law, provided, however, that the corroboration requirements contained therein shall not apply to proceedings under this article.
  
2. Neglected or Maltreated Child: According to the Family Court Act, a neglected or maltreated child is one who is under the age of eighteen (18) years of age:
  - a. whose physical, mental or emotional condition has been impaired or is in imminent danger of becoming impaired as a result of the failure to exercise a minimum degree of care:
    - i. in supplying food, shelter, clothing or education, in accordance with the educational law, or medical, dental, optometrical or surgical care, though financially able to do so or offered financial or other reasonable means to do so; or
    - ii. in providing the child with proper supervision or guardianship; by unreasonably inflicting harm, or a substantial risk thereof, or by misusing a drug or drugs; or by misusing alcoholic beverages to the extent that he



# SYOSSET CENTRAL SCHOOL DISTRICT

## CHILD ABUSE, MALTREATMENT OR NEGLECT OUTSIDE THE EDUCATIONAL SETTING

Policy 5460.2

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loses self-control of his actions; or by any other acts of a similarly serious nature; or

- b. who has been abandoned by his/her parent(s) or other person legally responsible for his/her care.

In order for a report of educational neglect to be accepted, three (3) elements need to be established:

- a. Excessive absence from school by the child;
  - b. Reasonable cause to suspect that the parent is aware or should have been aware of the excessive absenteeism and the parent has contributed to the problem or is failing to take steps to effectively address the problem; and
  - c. Reasonable cause to suspect educational impairment or harm to the child or imminent danger of such impairment or harm.
3. Person legally responsible includes the child's custodian, guardian, or any other person responsible for the child's care at the relevant time. Custodian may include any person continually or at regular intervals found in the same household as the child when the conduct of such person causes or contributes to the abuse or neglect of the child.

### Establishing Written Procedure

The School District shall prepare written instruction for members of the staff regarding oral and written reporting procedures, provisions for taking a child into protective custody, mandatory reporting of deaths, immunity from liability, penalties for failing to report and obligations for the provision of services and procedures necessary to safeguard the life or health of the child. All oral reports must be followed by a written report within forty-eight (48) hours. The School District shall provide all current and new employees with written information explaining the School District's reporting requirements, the current definitions of abuse and maltreatment, and a list of the information necessary to complete the report.

### School District Relationship with Local Social Service District

The School District will cooperate to the extent possible with authorized child protective services workers in investigations of alleged child abuse. The Superintendent of Schools or his/her designee will represent the School District when collaborating with local social service agencies to address instances of abuse or maltreatment, and in the development of policy and procedures regarding abuse or maltreatment (including educational neglect). In addition, the Superintendent of Schools or his/her designee will share a copy of the School District's attendance policy, 5100, with the local social service district.

### Staff Members to Report to Administration

# SYOSSET CENTRAL SCHOOL DISTRICT

## CHILD ABUSE, MALTREATMENT OR NEGLECT OUTSIDE THE EDUCATIONAL SETTING

Policy 5460.2

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New York State Law permits any person to report suspected child abuse or maltreatment directly to the appropriate agency. It shall be the policy of the Syosset Central School District that all members of the staff shall report suspected child abuse or maltreatment to the administrator of the school where the child is enrolled or participating in any activity, and must either make an independent report to Child Protective Services, or verify specifically that the school administrator has notified Child Protective Services on behalf of the school.

### Confidentiality

The School District maintain the confidentiality of all reports and shall provide that no copy of any report be released to any person except the State or local Child Protective Services, or other such agency required by law.

1. Request for copy of report: If a request is made by any other person for a copy of any report, the School District shall deny that request upon the basis that disclosure could be detrimental to the child named in the report and that a duplicate copy of any report has been filed with the appropriate agency from which the person requesting copy may request a copy. If the School District is required by law to release any report, then the School District, consistent with New York State Social Services Law §422, shall prohibit the release of information that would identify the person who made the report or who cooperated in any investigation, or the name of the place of employment of such person or persons.
2. Designated record keeper: To maintain confidentiality, the School District shall designate one person at each school who shall maintain all reports made pursuant to this policy in one location. The School District shall provide for no more than one copy of any report being held at the central location designated at each school, and one copy of any report being held at the central location designated at each school, and one copy in a centralized location at central administration. At no time shall copies of any report made under this section be filed in a child's academic folder, nor shall any notation be made in a child's academic folder that such a report has been made.
3. Destruction of reports: If Child Protection Services or other such appropriate agency determines the allegations of child abuse or maltreatment are unfounded, then the School District shall expunge immediately from both the building and central administration records all information identifying the child's name or names of other persons in the report. In all other cases, the report of any child shall be expunged no less than twelve (12) months after the report is made by the School District to the appropriate agency.

### Immunity

The School District shall emphasize to the members of the staff that New York Social Services Law provides immunity, both civil and criminal, to all persons who in good faith make

# SYOSSET CENTRAL SCHOOL DISTRICT

## CHILD ABUSE, MALTREATMENT OR NEGLECT OUTSIDE THE EDUCATIONAL SETTING

Policy 5460.2

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a report pursuant to its guidelines as set forth in this policy and School District procedures. School District employees will not be subject to retaliatory action, as defined in state law, as a result of making a report when they reasonably suspect that a child has been abused or maltreated.

The Board of Education recognizes that knowingly reporting a false claim of child abuse is a violation of state law and this policy acknowledges that it is a crime to do so. The School District will make every reasonable effort to maintain the integrity of the School District's child abuse reporting process and procedure.

### Liability

The School District shall emphasize that a person identified as a mandated reporter who fails to report a case of suspected child abuse or maltreatment can be found guilty of a class A misdemeanor, and may be personally liable for civil damages caused by such failure.

### Continuing Education

The School District shall establish an annual mandatory training program for all current and new school officials regarding the policies and procedures established under this policy and the New York State Social Services Law. The training program will address the identification and reporting of child abuse and maltreatment, including the legal implications of reporting and not reporting. Attendance records shall be kept, and notations will be made in personnel files as to the dates of attendance. At least once per year the School District shall make available to all employees a speaker or such other program to increase awareness of child abuse and maltreatment.

The Superintendent of Schools or his/her designee shall develop, with input from appropriate personnel, a plan for implementation of such a training program, to be approved by the Board of Education. In addition, the policy and regulations will be included in all employee handbooks and distributed annually to all school officials who are not covered under existing handbooks. The Superintendent of Schools or his/her designee will prepare and implement all regulations as are necessary to accomplish the intent of this policy.

### Cross-ref:

Ref: Child Protective Services Act of 1973, Social Services Law §§411 et seq.  
Social Services Law §34-a; Family Court Act §1012  
Family Educational Rights and Privacy Act, 20 USC §1232g, 45 CFR §99.36  
Education Law §3209-a; Penal Law §240.50

Adoption date: May 11, 2015

# SYOSSET CENTRAL SCHOOL DISTRICT

## UNSAFE SCHOOL TRANSFER CHOICE

Policy 8140

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The Board of Education recognizes that, in accordance with law, there may be instances in which it must offer students the choice to transfer to a safe public school at the same grade level. Such transfer choice must be offered if:

1. the school a student would normally attend is designated a “persistently dangerous school” by the Commissioner of Education; or
2. a student becomes the victim of a “violent criminal offense” that occurs on the grounds of the school the student currently attends.

In accordance with federal and state law and regulations, the option to transfer to a safe school will be available only if there is a safe public school that eligible students can transfer to at the same grade level within the School District. Therefore, the Board of Education directs the Superintendent of Schools or his/her designee to develop a list identifying any school(s) designated by the Commissioner of Education as persistently dangerous that also includes any alternative safe public school(s) within the School District for each grade level to which students may transfer. The list shall be revised annually and presented to the Board of Education.

### Notification of Transfer Rights

The Superintendent of Schools or his/her designee shall notify parents of all students in a school designated as persistently dangerous, and the parents of any student who becomes a victim of a violent criminal offense on school grounds, of their child’s right to transfer out of the school they currently attend. The notice shall:

1. explain that students may transfer only to a safe public school at the same grade level within the School District,
2. identify the school(s) a student may transfer to,
3. explain the procedures for transfer, including the need for parents wanting their child to transfer to inform the Superintendent of Schools or his/her designee of their decision within the time frame stated in the notice.
4. inform parents of their right to request that their child be returned to the school of origin if they later reconsider their decision to allow the transfer.

The required notice shall be sent first class mail within ten (10) days after the School District receives notice from the Commissioner of Education of the school’s designation as persistently dangerous. In the case of a student who is deemed to be the victim of a violent criminal offense on school grounds the notice shall be sent first class mail within twenty-four (24) hours of any such determination by the Superintendent of Schools or his/her designee.

To the extent practicable, the notice will be provided in the dominant language or mode of communication used by the parents.

### **Procedures for Transfer**

The transfer of any student attending a school that is deemed to be persistently dangerous generally will occur within thirty (30) school days after the School District finds out about the designation. The transfer of a student determined to be a victim of a violent criminal offense on school grounds will occur generally within ten (10) calendar days of the determination.

A student transferring from a persistently dangerous school has the right to remain at the safe school he or she transfers to for as long as the school of origin continues to be identified as persistently dangerous. But such a student will remain at the safe school until he or she completes the highest grade level there if it is determined to be in the best educational interest of the student to remain there. The School District will make such a determination based on the student's educational needs and other factors affecting his or her ability to succeed if returned to the school of origin.

A student who transfers because he or she became the victim of a violent criminal offense at his or her school of origin remains at the school transferred to until he or she completes the highest grade level there.

Upon parental request, any student who exercised his or her right to transfer to a safe school may return to the school of origin. Any such transfer back will be effective at the start of classes in the next school year following the request.

### **Transportation**

The School District shall provide transportation to students transferring to a safe school within the transportation limits established under New York's Education Law.

### Procedures for Determining Whether a Student Has Become the Victim of a Violent Criminal Offense on School Grounds

In accordance with School District procedures for the reporting of violations that constitute crimes, the Building Principal or designee shall promptly notify both local law enforcement and the Superintendent of Schools or his/her designee of all reports that involve the infliction of a serious physical injury upon another, a sex offense involving forcible compulsion, or any other offense that involves the use or threatened use of a deadly weapon under applicable provisions of New York's Penal Law.

Following receipt of any such report, the Superintendent of Schools or his/her designee shall proceed to determine whether any of the students involved in the reported incident has become the victim of a violent criminal offense on school grounds. In making this determination, the Superintendent of Schools or his/her designee shall:

# SYOSSET CENTRAL SCHOOL DISTRICT

## UNSAFE SCHOOL TRANSFER CHOICE

Policy 8140

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1. consult with any law enforcement agency investigating the alleged violent criminal offense, and document his or her consultation with law enforcement officials,
2. consider any reports or records provided by law enforcement agencies investigating the situation, and
3. consult with the School District's attorney prior to making any final determination,
4. document his or her findings.

A criminal conviction is not required for the Superintendent of Schools or his/her designee to make a determination that a student indeed has become the victim of a violent criminal offense on school grounds. However, the Superintendent of Schools' determination (or his/her designee's determination) that a violent criminal offense has occurred cannot be used as evidence in any student disciplinary proceeding initiated against either the alleged victim or the perpetrator of the offense.

Upon a finding that a student has become the victim of a criminal violent offense on school grounds, the Superintendent of Schools or his/her designee will provide the student's parents with notice of the student's right to transfer to a safe school in accordance with the notice procedures established by this policy above. The Superintendent of Schools or his/her designee will document compliance with the notification requirements and the procedures followed to carry out the student's transfer if the parents elect to have the student transfer to another school.

### Appeal of Determination Regarding a Violent Criminal Offense

Parents may appeal to the Board of Education the determination regarding whether their child has become the victim of a violent criminal offense on school grounds.

### Cross-ref:

Ref: 20 USC §7912(a)  
Education Law §2802(7)  
Penal Law §10.00(1), (12)  
8 NYCRR §120.5

Adoption date: May 11, 2015

# SYOSSET CENTRAL SCHOOL DISTRICT

## ALCOHOL AND DRUG TESTING OF BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES

Policy 8414

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The Board of Education recognizes the dangers inherent in alcohol and controlled substance use by employees especially those in safety-sensitive positions. To maintain the safety of its students and to comply with federal regulations, the Board requires alcohol and controlled substance testing of school bus drivers and other covered employees.

The School District shall directly, by contract, or through a consortium, implement and conduct a program to provide alcohol and controlled substance testing of employees who operate a commercial motor vehicle, perform in a safety-sensitive position, and are required to hold a commercial driver's license. Such employees include:

1. drivers of buses designed to transport sixteen (16) or more passengers;
2. drivers of commercial motor vehicles whose manufacturer's rating is 26,001 lbs. or more; or
3. any other employee who may drive a listed vehicle (e.g. a mechanic who performs test drives).

Controlled substance and alcohol tests will be conducted at the time of employment and randomly throughout the school year. In addition, testing will be conducted when a supervisor has a reasonable suspicion that an employee has engaged in prohibited alcohol or controlled substance use; after certain accidents; prior to return to duty when the employee has been found to violate School District policy and federal regulations; and after the employee's return to duty.

In accordance with federal and state law, a bus driver will not be permitted to drive if he or she:

1. possesses, consumes or is reasonably believed to possess or have consumed alcohol or a controlled substance, while on duty;
2. uses or is under the influence of alcohol or a controlled substance within six (6) hours or less before duty;
3. has an alcohol concentration of 0.02 or higher, or tests positive for a controlled substance; or
4. refuses to take a required alcohol or controlled substance test.

Also, no driver shall use alcohol after being involved in an accident in which there was a fatality or in which the bus driver was cited for a moving violation and a vehicle was towed from the scene or an injury was treated away from the scene until he/she has been tested or eight (8) hours have passed, whichever occurs first.

Any employee who is tested and found to have an alcohol concentration of at least 0.02, but less than 0.04, shall be removed from the position until his or her next regularly scheduled duty period, but not less than twenty-four (24) hours following administration of the test. Any employee found to have violated this requirement may be disciplined in accordance with the provisions of the applicable collective bargaining agreement, School District policy, and/or law.

# SYOSSET CENTRAL SCHOOL DISTRICT

## ALCOHOL AND DRUG TESTING OF BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES

Policy 8414

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If a driver has an alcohol concentration of 0.04 or greater, or has engaged in prohibited alcohol or controlled substance use, he or she will be removed from driving duties, and referred to a substance abuse professional. The employee may be required to complete a treatment program and/or be disciplined pursuant to School District policy and/or collective bargaining agreement. No driver who has abused controlled substances and/or alcohol may return to duty unless he/she has successfully passed a required return to duty test. Thereafter, the driver will be subject to follow-up testing.

Should the School District receive a dilute test result in which the creatinine concentration is greater than 5mg/dL in the case of any pre-employment, return-to-duty, follow-up, reasonable suspicion, or random test, it is the policy of the School District that the individual shall be re-tested and that re-test will become the test of record.

Any employee who operates a commercial motor vehicle and is in a safety-sensitive function shall be subject to alcohol and controlled substance testing. An employee having any questions concerning the School District's policy or regulation, state law or the federal regulations shall contact the Superintendent of Schools.

Any treatment, rehabilitation program or discipline will be provided in accordance with School District policy and/or collective bargaining agreements.

### I. Covered Employees

Covered employees include School District employees who operate a commercial motor vehicle, perform in a safety-sensitive position, and are required to obtain a commercial driver's license. Such employees include:

1. drivers of buses designed to transport sixteen (16) or more passengers;
2. drivers of commercial motor vehicles whose manufacturer's rating is 26,001 lbs. or more; or
3. any other employee who may drive a listed vehicle (e.g., a mechanic who performs test drives).

Such employees include, but are not limited to full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed or under lease to an employer or who operate a commercial motor vehicle at the direction or with the consent of the School District.

Drivers will be removed from their safety-sensitive functions if they violate the School District's policy or federal regulations pertaining to the possession or consumption of alcohol or controlled substances. A driver is performing a safety-sensitive function when:

1. waiting to be dispatched, unless the driver has been relieved from duty;
2. inspecting, servicing or conditioning any commercial motor vehicle;



# SYOSSET CENTRAL SCHOOL DISTRICT

## ALCOHOL AND DRUG TESTING OF BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES

Policy 8414

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3. driving a commercial motor vehicle;
4. attending a vehicle being loaded or unloaded;
5. performing the driver requirements of the federal regulations pertaining to accidents; and
6. attending to a disabled vehicle.

Covered employees are required to be in compliance with School District policy and regulation:

- when performing any on-duty safety-sensitive functions, including all time from the time a driver begins to work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility; and
- during all time spent providing a breath sample, saliva sample or urine specimen and travel time to and from the collection site in order to comply with random, reasonable suspicion, post-accident, return-to-duty or follow-up testing.

### II. Prohibitions and Consequences

The Supervisor of Transportation or his/her designee shall prohibit an employee from driving a school bus or performing other safety-sensitive duty if the employee:

1. possesses, consumes or is reasonably believed to possess or have consumed alcohol or a controlled substance, while on duty;
2. has consumed or is under the influence of alcohol or a controlled substance within six hours before duty;
3. has an alcohol concentration of 0.02 or higher, or tests positive for controlled substances; or
4. refuses to take a required alcohol or controlled substance test. Refusal to submit shall mean the failure to provide adequate breath or urine without a valid medical explanation or to engage in conduct that clearly obstructs the testing process, such as a failure to arrive for the drug testing or failure to sign the alcohol testing form prior to specimen collection.

An employee is prohibited from consuming alcohol within eight hours after being involved in an accident, or before undergoing a post-accident test, if such a test is required. Illegal drug use by drivers is prohibited on or off duty.

Any employee who tests 0.02 or greater but less than 0.04 will be removed from driving and other safety-sensitive duties until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

In the event that an employee has a breath alcohol concentration of 0.04 or greater, has tested positive for a controlled substance or has refused to take a test, he or she will, in addition

# SYOSSET CENTRAL SCHOOL DISTRICT

## ALCOHOL AND DRUG TESTING OF BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES

Policy 8414

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to immediate removal from driving and any other safety-related duties, not be returned to duty until he or she:

1. has been evaluated by a substance abuse professional;
2. has complied with any treatment recommendations; and
3. has received a satisfactory result from a return to duty test.

Upon return to duty, the employee will be subject to follow-up testing.

### III. Types of Testing

The Superintendent of Schools and the Director of Transportation shall implement the following alcohol and drug tests and will notify any employee who is required to take an alcohol or controlled substance test prior to the test that it is required pursuant to federal regulations or, in the case of pre-employment alcohol testing, School District policy.

1. Pre-employment: Controlled substance and alcohol tests will be conducted before applicants are hired or after an offer to hire, but before actually performing safety-sensitive functions for the first time. These tests will also be given when employees transfer to a safety-sensitive function.
2. Post-accident: Alcohol and controlled substance tests will be conducted if a driver is involved in an accident in which:
  - a. there has been a fatality; OR
  - b. the driver has received a citation for a moving violation in connection with the accident AND EITHER
    1. there is an injury treated away from the scene of the accident; or
    2. there is a disabled vehicle towed from the scene.
3. Reasonable Suspicion: Alcohol and controlled substance tests will be conducted if the Transportation Supervisor or other school official who has completed the minimum two hours of training has a reasonable suspicion that the driver has violated School District policy and regulation. A "reasonable suspicion" must be based on specific, contemporaneous, articulable observations concerning the driver's behavior, appearance, speech or body odors that are characteristic of controlled substance or alcohol misuse. Alcohol tests can only be done just before, during or just after the employee drives a school bus or performs other safety-sensitive duties. The supervisor who makes the determination of reasonable suspicion cannot do the testing.
4. Random Testing: Random alcohol tests shall be conducted annually at a minimum rate of 25 percent of the average number of positions subject to such testing pursuant to federal regulation. Random alcohol tests must be conducted just before, during or just after the employee drives a bus or performs other safety-sensitive duties.

# SYOSSET CENTRAL SCHOOL DISTRICT

## ALCOHOL AND DRUG TESTING OF BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES

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Random controlled substance tests shall be conducted annually at a minimum rate of 50 percent of the average number of positions subject to such testing pursuant to federal regulation. Random controlled substance tests may be conducted at any time.

Random alcohol and controlled substance tests must be unannounced and spread reasonably throughout the calendar year.

5. Return-to-Duty Testing: An employee who refused to take a test or has engaged in prohibited alcohol and controlled substance use, except for alcohol concentration of between 0.02 and 0.04, shall be required to take an alcohol or controlled substance test and achieve a satisfactory result before returning to duty in the safety-sensitive position. If removal was due to alcohol use, a satisfactory result will be less than 0.02 alcohol concentration. If removal was due to controlled substance use, a satisfactory result will be one that it is verified as negative. The test will not be administered until the employee has been evaluated by a substance abuse professional and has complied with any treatment recommendations.
6. Follow-Up Testing: After an employee who was found to violate the School District's policy against alcohol and controlled substance use returns to duty, he or she will be subject to at least six unannounced tests in the first 12 months following the employee's return to duty. Follow-up testing may be extended for up to 60 months from the date of the employee's return to duty. Follow-up alcohol testing may only be conducted before, during or after the driver has performed his or her driving duties.

### IV. Testing Procedures

#### A. Alcohol Testing Procedures

Alcohol testing will be conducted with evidential breath testing (EBT) devices approved by the National Highway Traffic Safety Administration. An approved non-evidential screening device may be used to perform screening tests but not for confirmation alcohol tests. The employee and the Breath Alcohol Technician conducting the test must complete the alcohol testing form so that the results are properly recorded.

1. Two breath tests are required to determine if a person has a prohibited alcohol concentration. A screening test is conducted first. Any result less than 0.02 alcohol concentration is considered a "negative" test.
2. If the alcohol concentration is 0.02 or greater, a second or confirmation test must be conducted. The confirmation test must be conducted using an EBT that prints out the results, date and time, a sequential test number, and the name and serial number of the EBT to maintain the reliability of the results.
3. If the confirmation test results indicate an alcohol concentration from 0.02 to 0.03999, the employee will be restricted from duty for at least 24 hours from the time of the test.

# SYOSSET CENTRAL SCHOOL DISTRICT

## ALCOHOL AND DRUG TESTING OF BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES

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4. If the confirmation test results indicate an alcohol concentration equal to or greater than 0.04, the employee will be removed from all safety-sensitive duties and no return to duty will be permitted until the employee has successfully passed required return-to-duty tests. The employee must also be reviewed by a Substance Abuse Professional and comply with his/her recommendations. Follow-up tests will also be required.
5. For post-accident testing, the results of breath or blood tests conducted by law enforcement officials will be accepted as long as the testing conforms with federal and state requirements for alcohol testing and the results are made available to the School District.

All testing procedures will conform to the requirements outlined in federal regulations (49 CFR Part 40) concerning the accuracy, reliability and confidentiality of test results. These procedures include training and proficiency requirements for Breath Alcohol Technicians, quality assurance plans for the EBT devices including calibration, requirements for suitable test location, and protection of employee test records.

### B. Drug Testing Procedures

The employee must provide a urine specimen which will be analyzed at a laboratory certified and monitored by the U.S. Dept. of Health and Human Services.

1. Regulations require that each urine specimen be divided into one "primary" specimen and one "split" specimen.
2. All urine specimens are analyzed for the following drugs:
  - a. Marijuana (THC metabolite)
  - b. Cocaine
  - c. Amphetamines
  - d. Opiates (including heroin)
  - e. Phencyclidine (PCP)
3. If the primary specimen confirms the presence of one or more of these drugs, the employee has 72 hours to request that the split specimen be sent to another certified lab for analysis. [Note: The employee must be removed from driving duties at this time--pursuant to federal regulations, the driver's removal cannot await the result of split sample.]
4. If the screening test has a drug-positive result, a confirmation test will then be performed for each identified drug using gas chromatography/mass spectrometry (GC/MS) analysis.
5. All drug test results will be reviewed and interpreted by a physician (also called a Medical Review Officer) before they are reported to the School District.
6. If the laboratory reports a positive result to the Medical Review Officer (MRO), the MRO shall interview the employee to determine if there is an alternative medical explanation for the drugs found in the employee's urine specimen. If the employee provides appropriate documentation and the MRO determines that

# SYOSSET CENTRAL SCHOOL DISTRICT

## ALCOHOL AND DRUG TESTING OF BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES

Policy 8414

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it is legitimate medical use of a prohibited drug, the drug test result is reported as negative.

7. If the MRO reports a positive drug result, the employee must be evaluated by a substance abuse professional and follow his/her recommendations prior to taking a return-to-duty test. Follow-up testing is also required.
8. For post-accident testing, the results of urine tests conducted by law enforcement officials will be accepted as long as the testing conforms with federal and state requirements for controlled substance testing and the results are made available to the School District.

All controlled substance testing shall comply with the requirements of the federal regulations (49 CFR Part 40) including procedures for the proper identification, security and custody of the sample, use of certified laboratories, gas chromatography/mass spectrometry analysis testing, assurance that all drug test results are reviewed and interpreted by a physician, and maintaining confidentiality of employee test records.

### V. Dilute Specimen Testing

If the School District receives a drug test result which is negative but dilute and the creatinine concentration is greater than 5mg/dl, the School District shall require a re-test to be conducted in each of the following cases:

- Pre-employment tests
- Return-to-duty tests
- Follow-up tests
- Reasonable suspicion tests
- Random tests

The result of the re-test shall become the test of record. If the employee refuses to take the re-test it will be considered the same as a positive test result.

### VI. Training

The Supervisor of Transportation and every other person designated to determine whether reasonable suspicion exists to require an employee to undergo reasonable suspicion testing must receive at least one hour of training on alcohol misuse and at least one additional hour of training on controlled substance use which they will use in making their determinations.

### VII. Recordkeeping and Reporting

The Transportation Supervisor shall maintain alcohol and drug testing records and make available, if requested, for submission to the federal government or any State or local officials with regulatory authority over the employer or any of its drivers.

# SYOSSET CENTRAL SCHOOL DISTRICT

## ALCOHOL AND DRUG TESTING OF BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES

Policy 8414

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### VIII. Required Notification

Every affected employee shall receive information about the signs, symptoms, and effects of alcohol misuse and controlled substance use as well as a copy of the School District's policy and procedures, the consequences of testing positive and who to contact within the School District to seek further information and/or assistance.

Each covered employee is required to sign a statement certifying that he/she has received this information. The School District shall maintain the original signed certification until the employee's employment is discontinued. The School District will provide a copy of the certification to the covered employee upon request.

### IX. Penalties

Any employer or driver who violates the requirements of the federal regulations of the Omnibus Transportation Employee Testing Act of 1991 may be subject to civil penalties.

In addition, in accordance with New York State law, a bus driver convicted of driving a school bus with one or more student passengers while impaired by the use of drugs or alcohol will have his/her license revoked for one year and is subject to fines ranging from \$500 to \$5,000 and/or imprisonment. Any bus driver convicted more than once in 10 years for such crimes will have his/her license revoked for three years and is subject to a fine of \$1,000 to \$5,000 and/or imprisonment.

The Superintendent of Schools or his/her designee will provide a copy of this policy, the School District's policy on misuse of alcohol and use of controlled substances, information on alcohol and drug abuse and treatment resources and any other information prescribed by federal regulations to all school bus drivers and other appropriate personnel prior to the initiation of the testing program and to each driver subsequently hired or transferred to a position subject to testing.

### Cross-ref:

Ref: Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. §§31136; 31306  
49 U.S.C. §521(b); 49 CFR Part 391; 49 CFR Part 382; 49 CFR Part 40;  
49 CFR §395.2  
Vehicle and Traffic Law §§509-1; 1192; 1193; 6 NYCRR 17-3; 8 NYCRR 156.3(h)

Adoption date: May 11, 2015

# SYOSSET CENTRAL SCHOOL DISTRICT

## ALCOHOL AND DRUG TESTING OF BUS DRIVERS

Policy 8414 Exhibits

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8414-Exhibit 1

### ALCOHOL AND DRUG TESTING PROGRAM ACKNOWLEDGMENT FORM

I, \_\_\_\_\_, have received, read and understand the Alcohol and Drug Testing Program policy and regulation. I consent to submit to the alcohol and drug testing program as required by law and School District policy and regulation.

I understand that if I am being required to submit to a pre-employment alcohol test or a dilute specimen re-test, such test is required pursuant to School District policy for employment with the School District and not pursuant to federal regulations.

I understand that if I violate School District policy, regulation or the law, I may be subject to discipline up to and including termination or I may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. If I am required to and fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program, I understand I may be subject to discipline up to and including termination.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

# SYOSSET CENTRAL SCHOOL DISTRICT

## INFORMATION SECURITY BREACH AND NOTIFICATION

Policy 8635

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The Board of Education acknowledges the State's concern regarding the rise in identity theft and the need for prompt notification when security breaches occur. To this end, the Board directs the Superintendent of Schools or his/her designee, in accordance with appropriate business and technology personnel, to establish regulations which:

- Identify and/or define the types of private information that is to be kept secure. For purposes of this policy, "private information" does not include information that can lawfully be made available to the general public pursuant to federal or state law or regulation;
- Include procedures to identify any breaches of security that result in the release of private information; and
- Include procedures to notify persons affected by the security breach as required by law.

Additionally, pursuant to Labor Law §203-d, the School District will not communicate employee "personal identifying information" to the general public. This includes social security number, home address or telephone number, personal electronic email address, Internet identification name or password, parent's surname prior to marriage, or driver's license number. In addition, the School District will protect employee social security numbers in that such numbers shall not: be publicly posted or displayed, be printed on any ID badge, card or time card, be placed in files with unrestricted access, or be used for occupational licensing purposes. Employees with access to such information shall be notified of these prohibitions and their obligations.

Any breach of the School District's computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the School District shall be promptly reported to the Superintendent of Schools and the Board of Education.

### Definitions

"Private information" shall mean personal information (i.e., information such as name, number, symbol, mark or other identifier which can be used to identify a person) in combination with any one or more of the following data elements, when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:

- Social security number;
- Driver's license number or non-driver identification card number; or
- Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual's financial account.

Note: "Private information" does not include publicly available information that is lawfully made available to the general public pursuant to state or federal law or regulation.



# SYOSSET CENTRAL SCHOOL DISTRICT

## INFORMATION SECURITY BREACH AND NOTIFICATION

Policy 8635

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“Breach of the security of the system” shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the School District. Good faith acquisition of personal information by an officer or employee or agent of the School District for the purposes of the School District is not a breach of the security of the system, provided that the private information is not used or subject to unauthorized disclosure.

To successfully implement this policy, the School District shall inventory its computer programs and electronic files to determine the types of personal, private information that is maintained or used by the School District, and review the safeguards in effect to secure and protect that information.

### Procedure for Identifying Security Breaches

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the School District shall consider:

1. indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer, or other device containing information;
2. indications that the information has been downloaded or copied;
3. indications that the information was used by an unauthorized person, such as fraudulent accounts, opened or instances of identity theft reported; and/or
4. any other factors which the School District shall deem appropriate and relevant to such determination.

### Security Breaches – Procedures and Methods for Notification

Once it has been determined that a security breach has occurred, the following steps shall be taken:

1. If the breach involved computerized data *owned or licensed* by the School District, the School District shall notify those New York State residents whose private information was, or is reasonably believed to have been acquired by a person without valid authorization. The disclosure to affected individuals shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the system.

# SYOSSET CENTRAL SCHOOL DISTRICT

## INFORMATION SECURITY BREACH AND NOTIFICATION

Policy 8635

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The School District shall consult with the New York State Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) to determine the scope of the breach and restoration measures.

2. If the breach involved computer data *maintained* by the School District, the School District shall notify the owner or licensee of the information of the breach immediately following discovery, if the private information was or is reasonably believed to have been acquired by a person without valid authorization.

Note: The notification requirement may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The required notification shall be made after the law enforcement agency determines that such notification does not compromise the investigation.

The required notice shall include (a) district contact information, (b) a description of the categories information that were or are reasonably believed to have been acquired without authorization and (c) which specific elements of personal or private information were or are reasonably believed to have been acquired. This notice shall be directly provided to the affected individuals by either:

1. Written notice
2. Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and that the School District keeps a log of each such electronic notification. In no case, however, shall the School District require a person to consent to accepting such notice in electronic form as a condition of establishing a business relationship or engaging in any transaction.
3. Telephone notification, provided that the School District keeps a log of each such telephone notification.

However, if the School District can demonstrate to the State Attorney General that (a) the cost of providing notice would exceed \$250,000; or (b) that the number of persons to be notified exceeds \$500,000; or (c) that the School District does not have sufficient contact information, substitute notice may be provided. Substitute notice would consist of all of the following steps:

1. E-mail notice when the School District has such address for the affected individual;
2. Conspicuous posting on the School District's website, if they maintain one; and
3. Notification to major media

### Notification of State and Other Agencies

Once notice has been made to affected New York State residents, the School District shall notify the State Attorney General, the Consumer Protection Board, and the State Office of

# SYOSSET CENTRAL SCHOOL DISTRICT

## INFORMATION SECURITY BREACH AND NOTIFICATION

Policy 8635

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Cyber Security and Critical Infrastructure Coordination as to the timing, content, and distribution of the notices and approximate number of affected persons.

If more than 5,000 New York State residents are to be notified at one time, the School District shall also notify consumer reporting agencies as to the timing, content and distribution of the notices and the approximate number of affected individuals. A list of consumer reporting agencies will be furnished, upon request, by the Office of the State Attorney General.

Cross Ref:

Ref: State Technology Law §§201-208  
Labor Law §203-d

Adoption date: May 11, 2015

# SYOSSET CENTRAL SCHOOL DISTRICT

## CONDITIONAL APPOINTMENTS OF STAFF

Policy 9260

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The Board of Education recognizes that there may be instances in which it is necessary, upon recommendation of the Superintendent of Schools, for the Board to conditionally appoint or to make an emergency conditional appointment of a prospective employee. To provide for the safety of students who have contact with an employee holding a conditional appointment or an emergency conditional appointment, the Board adopts the following policy.

No School District employee who holds a conditional or emergency conditional appointment shall be in contact with students, either in groups or individually, unless accompanied by an employee who does not hold conditional appointment, unless the Building Principal provides express permission.

No School District employee conditionally or emergency conditionally appointed shall teach a class or provide services to students with his/her office or classroom door closed at any time when students are present in the classroom, unless accompanied by another teacher or administrator who does not hold conditional appointment or unless the Building Principal provides express permission.

The Building Principal or his/her designee shall, on a regular basis, monitor the activities of such employees while on School District property during the period of their conditional or emergency conditional appointment.

In addition, the School District will make all personnel, including conditional and emergency conditional appointed employees, are aware of and receive training regarding the prohibition against child abuse in an educational setting and of their responsibility for reporting any such abuse. All conditionally appointed and emergency conditionally appointed employees receive this training at the time of their initial contingency appointment.

For purposes of this policy, the terms “conditionally appointed” and “emergency conditional appointment” shall refer to any employee holding conditional or emergency conditional appointment, as defined in Section 1709 of the Education Law.

Cross-ref:

Ref: Education Law § 1804(9)  
8 NYCRR §§100.2(hh); Part 87

Adoption date: May 11, 2015

# SYOSSET CENTRAL SCHOOL DISTRICT

## DRUG AND ALCOHOL-FREE WORKPLACE

Policy 9320

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1. No person may use, possess, sell, manufacture or distribute alcohol or other substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician.
  - a. The terms "alcohol and other substances" shall be construed throughout this policy to refer to the use of all controlled substances and other illegal drugs including but not limited to alcohol, tobacco, e-cigarettes, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any synthetic version thereof (whether or not specifically illegal or labeled for human consumption), commonly referred to as "designer drugs." Designer drugs are those substances which have been designed and synthesized to mimic the intended effects and usages of, and which are chemically substantially similar to, substances controlled by federal and/or state law as exemplified above. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.
  - b. The possession of tobacco products by a person over the age of twenty-one (21) other than a student would not be considered a violation of this policy.
2. The School District shall:
  - a. Notify all employees and employees of subcontractors in writing and specify the actions that will be taken against employees or other persons for violation of such prohibitions, which may include disciplinary measures addressed in Education Law 1711(5)(e), 3020-a, and 913, or any other provision of law.
  - b. Establish a drug/alcohol-free awareness program to inform employees about:
    - i. The dangers of drug./alcohol abuse;
    - ii. The School District's policy of maintaining a drug-free workplace;
    - iii. Any available drug counseling, rehabilitation, and employee assistance program; and
    - iv. The penalties that may be imposed upon employees for drug abuse violations.
  - c. Notify the employee in the above notice that as a condition of employment, the employee will abide by the terms of the statement, and that the employee will notify the School District of any criminal arrest, and conviction for drug-related activity in the workplace no later than five days after such arrest or conviction.
3. The School District shall take one of the following actions within thirty (30) days of receiving notice with respect to any employee who is so convicted:

# SYOSSET CENTRAL SCHOOL DISTRICT

## DRUG AND ALCOHOL-FREE WORKPLACE

Policy 9320

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- a. Take appropriate personnel action against such an employee, up to and including termination; or
  - b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health enforcement, or other appropriate agency.
4. The School District in collaboration with the District's collective bargaining units will establish an Employee Assistance Program that will provide appropriate and confidential prevention, intervention, assessment, referral, support and follow-up services for School District staff who seek assistance with alcohol and other substance use/abuse related problems, emotional problems, mental illness and other human problems. School District staff will be informed as to the services they can receive through the Employee Assistance Program and encourage to seek such help voluntarily. When an employee's unsatisfactory performance may be the result of drugs, alcohol, or other substance abuse, the School District's supervisory personnel will encourage employees to manage and move toward a resolution of their problems on their own with the help of the Employee Assistance Program.
5. The School District shall publish a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace.

Cross Ref:

Ref: Drug Free Workplace Act (DFWA), 41 USC §702-707  
Controlled Substance Act, 21 USC §812  
21 CFR 1300.11-1300.15  
34 CFR Part 85  
Civil Service Law §75  
Education Law §3020-a

Adoption date: May 11, 2015

# SYOSSET CENTRAL SCHOOL DISTRICT

## STAFF COMPLAINTS AND GRIEVANCES

Policy 9410

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The Board of Education recognizes that staff complaints and grievances regarding work rules arise from time to time. In many instances the complaint process is covered by collective bargaining agreements, and in those instances, the grievance procedure outlined in the agreement shall be used. In order to address staff complaints not covered by bargaining agreements, and/or for those employees not covered by such an agreement, the Board of Education establishes this policy. The Board of Education acknowledges that staff members have the right to present complaints and grievances in accordance with these procedures free from coercion, interference, restraint, discrimination or reprisal.

### Definitions

1. "Grievant" shall mean an employee who alleges a grievance.
2. "Grievance" shall mean any alleged violation, misinterpretation or inequitable application of laws, regulations, rules or governing procedures which relates to employee health or safety, physical facilities, materials or equipment furnished. It does not include complaints regarding compensation, benefits, disciplinary proceedings or any matter which is otherwise reviewable pursuant to law or any rule or regulation having the force and effect of law.
3. "Immediate Supervisor" shall mean the person under whose immediate jurisdiction the grievance occurs.
4. "Representative" shall mean the person or persons designated by the aggrieved employee as his counsel or to act in his behalf.

### Procedures

This policy provides grievance procedures for those employees not covered by collective bargaining agreements or whose negotiated agreements do not include grievance procedures. Grievants shall have the right to representation at all stages of the grievance process. The resolution of staff complaints shall be dealt with in the following manner:

### Stages

#### *A. Stage I – Immediate Supervisor*

1. Within thirty (30) days after the events giving rise to the grievance, the grievant shall present the grievance orally to their immediate supervisor. The supervisor may informally discuss the grievance with the grievant. He/She shall promptly investigate the complaint. All employees of the School District shall cooperate with the supervisor in such investigation. If the immediate supervisor is the subject of the grievance, then the review shall be completed by a designee the Deputy Superintendent.
2. The supervisor shall render his/her determination within fifteen (15) days after the grievance was presented to her. In the event the supervisor finds that there has been a

# SYOSSET CENTRAL SCHOOL DISTRICT

## STAFF COMPLAINTS AND GRIEVANCES

Policy 9410

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violation, he/she shall propose a resolution of the complaint. The discussion and resolution of grievances with the supervisor shall be on an oral and informal basis.

3. If the grievant is not satisfied with the finding of the supervisor, or with the proposed resolution of the grievance, the grievant may, within fifteen (15) days after he/she has discussed the determination and/or proposed resolution with the supervisor, file a written request for review by the Superintendent of Schools.

### *B. Stage II – Superintendent of Schools*

1. The Superintendent of Schools may request that the grievant and the supervisor present a written statement to him/her setting forth any information that such person has relative to the grievance and the facts surrounding it.
2. At the request of the grievant the Superintendent of Schools shall hold an informal hearing and shall notify all parties concerned as to the time and place when an informal hearing will be held where such parties may appear and present oral and written statements supplementing their position in the case. Such hearing shall be held within fifteen (15) school days of the receipt of the appeal by the Superintendent of Schools.
3. Within fifteen (15) days of receipt of the grievance, or from the hearing, if applicable the Superintendent of Schools shall render his/her determination in writing. If the grievant is not satisfied with the determination of the Superintendent of Schools, the grievant may, within fifteen (15) days after its receipt, file with the Clerk of the Board of Education, a written request for review by the grievance committee as established by the Board of Education.

### *C. Stage III – Grievance Committee*

1. The Board of Education shall appoint a committee composed of two representatives to hear the grievance.
2. When a request for review by a grievance committee has been made, the Superintendent of Schools shall submit all written statements and other materials concerning the case to the grievance committee.
3. The grievance committee shall notify all parties concerned of the time and place when a hearing will be held. Such hearing will be held within fifteen (15) school days of the receipt of the request of the grievant. All parties concerned shall have the right to present further statements and testimony at such hearing.
4. The grievance committee shall render a report in writing within fifteen (15) days after the hearing has been concluded. The report of the grievance committee shall contain a statement of the committee's findings of fact, conclusions and advisory



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## STAFF COMPLAINTS AND GRIEVANCES

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recommendations. The grievance committee shall send a copy of its report to each employee involved, his/her representative, if any, and the Superintendent of Schools.

This policy shall be filed with the District Clerk and the State Civil Service Commission within fifteen (15) days of adoption and/or amendment, as required by law.

Cross-ref: 0100, Equal Opportunity and Nondiscrimination  
0110, Sexual Harassment

Ref: General Municipal Law, Article 15-c  
Civil Service Law, Article 14

Adoption date: May 11, 2015