

**MINUTES  
MARCH 20, 2014**

**HEMPSTEAD PUBLIC SCHOOLS  
BOARD OF EDUCATION  
SPECIAL/REGULAR MEETING  
MARCH 20, 2014  
MINUTES**

The special meeting of the Hempstead Public Schools, Board of Education was held in the high school board room, 201 President Street, Hempstead, New York 11550. The meeting was called to order at 5:09 P.M. All Board Members were present. Trustee Brazley arrived at 5:16 P.M. and Trustee Johnson arrived at 6:50 P.M. The regular meeting was held in the high school auditorium immediately following the special meeting. There was a curriculum update presented by Ms. Regina Armstrong, Assistant Superintendent for Elementary Curriculum and Instruction. Public participation was entertained, all concerns were addressed by the Board, Superintendent and Staff.

**Trustee Simmons moved, seconded by Trustee Myers to convene to executive session at 5:15 P.M. to discuss personnel.**

<b>MOTION</b>	<b>YES 3</b>	<b>MOTION CARRIED</b>
To convene to executive session		

**Trustee Simmons moved, seconded by Trustee to reconvene to open session at 7:04 P.M.**

<b>MOTION</b>	<b>YES 5</b>	<b>MOTION CARRIED</b>
To reconvene to open session		

**BOARD MEMBERS PRESENT:**

Betty J. Cross	President
JoAnn Simmons	1 <sup>st</sup> Vice President
Shelley Brazley	2 <sup>nd</sup> Vice President
Lamont Johnson	Treasurer
Leonard Myers	Trustee

**STAFF MEMBERS PRESENT:**

Susan Johnson	Superintendent of Schools
Gerard Antione	Assistant Superintendent for Business & Operations
Dr. Rodney Gilmore	Associate Superintendent for Human Resources
Regina Armstrong	Assistant Superintendent for Elementary C & I

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**STAFF MEMBERS PRESENT:**

Deborah DeLong	Assistant Superintendent for PPS
Dr. Nichelle Rivers	Director for School Improvement, Accountability & Grants
Allison Hernandez	Assistant Superintendent for Special Education
Patricia Wright	District Clerk
Monte Chandler	General Counsel
David Thomas	General Counsel
Austin Graff	Labor Counsel

**B. CALL TO ORDER**

**C. PLEDGE OF ALLEGIANCE**

**D. MOMENT OF SILENCE**

**E. SUPERINTENDENT'S REMARKS**

**F. PRESIDENT'S REMARKS**

**G. COMMENDATIONS/ PRESENTATIONS**

**H. OTHER AGENDA ITEMS**

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

**MOTION**

**YES 5**

**MOTION CARRIED**

To approve the  
consent calendar.

1. **RESOLVED**, that the Board of Education approves the minutes of the meetings held February 20 & 25, 2014 as submitted by the District Clerk.

**AUDIT COMMITTEE POLICY HELD**

- 1.b. **RESOLVED**, that the Board of Education approves the revisions to policies #'s 6690 Audit Committee, New policy "Administrator Training", policy # 9212 Staff internships and policy # 9821 Personnel Obtaining New Degrees. (Attached pages )

**2. BUSINESS & OPERATIONS**

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**WARRANTS**

- a. **RECOMMENDS** that the Board of Education review the **Register of Bills** as follows:  
**General Funds** (Warrants #48, 46, 45, 43); **Cafeteria/Lunch** (Warrant: #9, 8);  
**Capital Fund** (Warrants #19, 18, 17, 15) and **Federal** (Warrants #19, 18, 17)

**TREASURER'S REPORT**

- b. **RESOLVED**, that the Board of Education approve the Superintendent's recommendation to accept the **Extra Classroom Activity Fund Report for the period January 1, 2014 to January 31, 2014.**

**RESOLVED**, that the Board of Education approve the Superintendent's recommendation to accept the **Treasurer's Report for the period January 1, 2014 to January 31, 2014.**

**APPROPRIATION STATUS REPORT**

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

**BUDGET TRANSFERS**

- d. **RESOLVED**, that the Board of Education approve the Superintendent's recommendation to approve Budget Transfers of \$5,000 and over. **None this month.**
- e. **RESOLVED**, that the Superintendent notifies the Board of education of the following Budget Transfers under \$5,000. **None this month.**
- f. **CONTRACTS / STIPULATIONS OF SETTLEMENTS-NO ACTION**
3. **CURRICULUM & INSTRUCTION-NO ACTION**
4. **INTERNSHIPS – NO ACTION**
5. **FUNDED PROGRAMS-NO ACTION**
6. **SPECIAL EDUCATION**

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

#### **February 2014**

2/4; 2/6; 2/10; 2/12; 2/26; 2/27; 2/28

#### **March 2014**

3/3; 3/4; 3/5; 3/6

### **SPECIAL EDUCATION PROVIDERS**

a. **RESOLVED**, that the Board of Education accept the Superintendent's recommendation to approve the following Special Education providers for the 2013-14 school year.

1. School for Language and Communication Development (a NYS approved private school)
2. Mill Neck Interpreter Services

### **6. USE OF FACILITIES- NO ACTION**

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

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

### **7. TRANSPORTATION-NO ACTION**

### **8. TECHNOLOGY -NO ACTION**

### **9. PERSONNEL (see attached pages )**

### **10. MISCELLANEOUS**

- a. **WHEREAS**, the Hempstead High School is planning an out-of-state field trip to Mystic Sea Port, Mystic, Connecticut on April 30, 2014.

**BE IT RESOLVED**, that the Board of Education approves the Superintendent's recommendation to permit approximately 50 students, and approximately 6 chaperones from the Hempstead High School to go to Mystic Seaport in Mystic, Connecticut, on April 30, 2014. The trip will be paid for by the students. All pertinent information is on file.

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- b. WHEREAS**, the Alverta B. Gray Schultz Middle School is planning an out-of-state overnight field trip to Washington, DC on June 5 and 6, 2014.

**BE IT RESOLVED**, that the Board of Education approves the Superintendent's recommendation to permit approximately 100 8<sup>th</sup> grade students (50 boys, 50 girls) and approximately 10 chaperones (5 male, 5 female) from the ABGS Middle School to go to Washington, D.C., on June 5 and 6, 2014. The students will be visiting guided historical sites and will enhance their knowledge about the US Government. The trip will be paid for by the students. All pertinent information is on file

- c. WHEREAS**, the Hempstead High School Interscholastic Athletics is planning an out of state, overnight field trip to Penn Relays in Philadelphia, Pennsylvania, on April 23-26, 2014 for the Hempstead high School Track Team;

**BE IT RESOLVED**, that the Board of Education approves the Superintendent's recommendation to permit eight (8) students and two (2) chaperones from the Hempstead High School track team to go to Philadelphia, Pennsylvania on April 23-26, 2014.

Students will participate in an international track completion and also have the opportunity to have a college visit to the University of Pennsylvania. All pertinent information is on file.

- d. RESOLVED**, that the Board of Education approves a partnership with the Hempstead Housing Authority and the District to give senior citizens the opportunity to take advantage of receiving education in the area of technology;

**IT IS FURTHER RESOLVED**, that the Housing Authority would like the District's assistance in obtaining a computer for the recreation rooms in their facilities located at 20 Totten Street and 260 Clinton Street and allowing high school students to give computer lessons to the senior citizens that occupy those buildings.

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**HEMPSTEAD PUBLIC SCHOOLS**

**BOARD OF EDUCATION**

**March 20, 2014**

**K. PERSONNEL**

**I. PROFESSIONAL PERSONNEL**

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

<u><b>Name</b></u>	<u><b>Position</b></u>	<u><b>Reason</b></u>
Linda R. Assaf Eff. 06/30/14	Special Education Teacher – Hempstead High School	Letter of resignation submitted for retirement purposes.
Jesus Morales Eff. 03/03/14	Leave Replacement – ABGS Middle School	Letter of resignation submitted for personal reasons.

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

<u><b>Name</b></u>	<u><b>Position</b></u>	<u><b>Reason</b></u>
<b>Gallagher -PULLED PER PERSONNEL</b> Evelyn Gallagher Eff. 04/11/14 – 06/30/14	Bilingual Teacher – Barack Obama	Letter requesting an extension of Maternity Leave/FMLA without pay (Documentation on file)
Danielle Eschmann Eff. 03/31/14 – 06/30/14	Reading Specialist – Front School	Letter requesting Maternity Leave/FMLA from 03/31/14 – 05/14/14; Remainder FMLA without pay. (Documentation on file)
Kaitlin Pollin Eff. 04/21/14 – 06/30/14	Kindergarten Teacher – Prospect School	Letter requesting LOA/FMLA, using sick time from 04/21/14 – 06/15/14; Remainder FMLA without pay. (Documentation on file)

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Jill Heaney Eff. 04/21/14 – 06/30/14	Speech Teacher – Prospect School	Letter requesting Medical Leave of Absence using sick time from 04/21/14 to 05/02/14; remainder FMLA without pay.(Documentation on file)
Sharon Edmonston Eff. 02/07/14 – 06/30/14	Elementary Teacher – Jackson Annex	Letter requesting an extension of FMLA without pay from 02/07/14 – 06/30/14. (Documentation on file)
Daniella Rusin Eff. 03/27/14 – 06/30/14	Spanish Teacher – High School	Letter requesting an extension of Medical Leave without pay from 03/27/14 – 06/30/14. (Documentation on file)
Margot Wareham-Bailey Eff. 03/07/14 – 03/27/14	Director ESL and Second Languages– Bilingual	Letter requesting an extension of FMLA at half pay from 03/07/14 through 03/27/14. (Documentation on file)
Tamara Belcher Eff. 02/28/14 – 06/30/14	Science Teacher – High School	Letter requesting an extension of Medical Leave using accrued time from 02/28/14 – 06/05/14; Remainder without pay. (Documentation on file)

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

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Reason</u></b>
Eugenia Girtman Eff. 02/28/14 – 06/30/14	Elementary Teacher – Barack Obama School	Letter requesting Medical Leave of Absence using accrued time from 02/28/14 06/30/14. (Documentation on file)

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

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<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Suyapa Gonzalez	Translator – Barack Obama	\$23.99 per hour
O'Neil Glenn Eff. 03/24/14 – 06/30/14	Leave Replacement for Gary Ritterband – ABGS Middle School	\$59,010 – (pro-rated) (Level 5, Step 1)
Alyssa Tortora Eff. 03/24/14 – 06/30/14	Leave Replacement for Jennifer Trested – Prospect School	\$52,029 – (pro-rated) (Level 1, Step 1)
Leanne Cerillo Eff. 04/21/14 – 06/30/14	Leave Replacement for Kaitlin Pollin – Prospect School	\$59,010 – (pro-rated) (Level 5, Step 1)
Jacqueline Brennan Eff. 03/21/14 – 06/30/14	Leave Replacement for Eugenia Girtman – Barack Obama School	\$52,029 – (pro-rated) (Level 1, Step 1)
Nesly Geffrard Eff. 03/24/14 – 06/08/14	Varsity Boys Lacrosse Scorekeeper	\$1,277
Nicole Drake Eff. 03/24/14 – 06/08/14 Softball	Assistant Coach Varsity	\$4,015

- E. APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendent's recommendation to APPOINT the following professional personnel as follows for Jackson Main School's AFTER SCHOOL PROGRAM (Effective Tuesdays and Thursdays, January 20, 2014 – April 29, 2014; 3:15 p.m. – 5:30 p.m.):**

<u>Name</u>	<u>Position</u>	<u>Time</u>	<u>Compensation</u>
Shawn Hudson	Teacher	3:15 p.m. – 5:15 p.m.	\$40.54 per hour

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

<u>Name</u>	<u>School</u>	<u>Compensation</u>
Carol Eason	Prospect School	\$94.39 per hour
Madeline Baez	Prospect School	\$94.39 per hour
Rhonda Chung	Prospect School	\$40.54 per hour
Kellie Wilson-McNeal	Prospect School	\$40.54 per hour
Danielle Curiel	Prospect School	\$40.54 per hour
Sandra Murphy	Prospect School	\$40.54 per hour
Jeannette Tillman	Prospect School	\$40.54 per hour



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- G. **RESCINION(S) – RESOLVED**, that the Board of Education approves the Superintendent's recommendation to **RESCIND** the appointment of the following professional personnel for the 2013 – 2014 school year:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Darlene Johnson Eff. 02/24/14	Asst. Coach – Girls Softball, Hempstead High School	Declined position

- H. **RESOLVED**, that the Board of Education approves the Superintendent's recommendation to **CHANGE** the following action: (Approved on the February 25, 2014 Docket)

**CHANGE FROM:**

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Teresa Mendoza Eff. 02/26/14 (3-year probationary period- 02/25/17)	ESL Teacher High School	\$59,010 (prorated) (Level 5, St.1)

**CHANGE TO:**

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Teresa Mendoza Eff. 03/21/14 (3-year probationary period- 03/20/17)	ESL Teacher High School	\$59,010 (prorated). (Level 5, St.1)

- I. **RESOLVED**, that the Board of Education approves the Superintendent's recommendation to **CHANGE** the following action: (Approved on the February 25, 2014 Docket)

**CHANGE FROM:**

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Rachel Miller Eff. 02/26/14	Teaching Assistant – Franklin School	\$26,839 (prorated) (Level 4, Step 1)

**CHANGE TO:**

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Rachel Miller Eff. 03/21/14	Teaching Assistant – Franklin School	\$26,839 (prorated) Level 4, Step 1)

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- J. RESOLVED, that the Board of Education approves the Superintendent's recommendation to CHANGE the following action: (Approved on the February 25, 2014 Docket)**

**CHANGE FROM:**

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Elliott Miller Eff. 03/03/14 – 06/08/14	Varsity Asst. Coach – Boys Track	\$2,209

**CHANGE TO:**

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Elliott Miller Eff. 03/03/14 – 06/08/14	Varsity Asst. Coach – Boys Track	\$4,417

- K. RESOLVED, that the Board of Education approves the Superintendent's recommendation to CHANGE the following action: (Approved on the October 17, 2013 Docket)**

**CHANGE FROM:**

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Divine Jackson Eff. 11/18/13 – 02/28/14	JV Boys Basketball – Asst. Coach	\$2,976

**CHANGE TO:**

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Divine Jackson Eff. 11/18/13 – 02/28/14	JV Boys Basketball – Head Coach	\$4,987

- L. RESOLVED, that the Board of Education approves the Superintendent's recommendation to COMPENSATE the following HEMPSTEAD TEACHER CENTER'S professional personnel who will be paid through New York State Teacher Center's grant funds for the 2013 – 2014 school year:**

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Maria Cady	Director	\$900 per month (for 10 months)
Claudine Clarke	Instructor	\$80 per hour (not to exceed 15 hours)
Lisa Dunn-Lockhart	Instructor	\$80 per hour (not to exceed 15 hours)
Elizabeth Diglio	Instructor	\$80 per hour (not to exceed 15 hours)

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Debbie Gray                      Instructor                      \$80 per hour (not to exceed 15 hours)

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

**Name**

Susan Johnson  
Allison Hernandez  
Nichelle Rivers, Ed.D.  
Deborah DeLong

- N.        RESOLVED – APPOINTMENT(S) - that the Board of Education approves the Superintendent's recommendation to EXTEND the following professional personnel as follows for Jackson Annex Afterschool Program (Effective on Tuesdays and Thursdays; December 3, 2013 – April 1, April 3, April 8, April 10, April 22, April 24, 2014, 3:20 p.m. – 5:35 p.m. – grant funded) (*originally approved on the November 21, 2013 Docket*)**

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

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Todd Trotman – Substitute	Teaching Assistant	3:20 – 5:20 p.m.	\$23.99
Sharon Daniel	Clerical	4:05 – 5:35 p.m.	Contractual hourly rate

### 2. CIVIL SERVICE PERSONNEL

**RESOLVED**, that the Board of Education approves the Superintendent's recommendation to **APPOINT** the following:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Natasha Elcock-Lopez Eff. 03/24/14	Typist Clerk Part-time Sub – District, Lv.9A, St. 1, \$14.08/hr	To meet the needs of the district
Jackson Hayes Eff. 03/24/14	Food Server Full-time Franklin School Lv. 1, St. 1, \$17,390 Prorated	Replacing Kathy Parsley who retired
Calvin Ramsey Eff. 03/24/14	Cleaner Part-time Sub District, \$12.00/hr	Services to be utilized by district as required
Arelis Duran Eff. 03/24/14	Cleaner Part-time Sub District, \$12.00/hr	Services to be utilized by district as required
Chris Knight Eff. 03/24/14	Cleaner Full-time, High School, Lv. 2, St. 1 \$37,986	Replacing Otis Williams who was transferred

**RESCIND – RESOLVED**, that the Board of Education approves the Superintendent's recommendation to **RESCIND** the following appointments:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Razettar Thornton Eff. 09/16/13	School Lunch Monitor Part-time – Marshall	Never reported to work

**RESIGNATION – RESOLVED**, that the Board of Education approves the Superintendent's recommendation to **ACCEPT** the resignation(s) from the following **CIVIL SERVICE** personnel:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
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Denise Poidomani Eff. 02/25/14	Typist Clerk – Special Ed. Department	Letter of resignation received for personal reasons
Jackson Hayes Eff. 02/14/14	Cleaner Part-time Sub	Letter of resignation received for personal reasons
Chanta Williams Eff. 02/27/14	Security Aide Part-time	Letter of resignation received for personal reasons

**TERMINATION – RESOLVED**, that the Board of Education approves the Superintendent's recommendation to **TERMINATE** the following **CIVIL SERVICE** personnel:

<u><b>Name</b></u>	<u><b>Position</b></u>	<u><b>Reason</b></u>
Bernard Cisco Eff. 03/21/14	School Lunch Monitor, Part-time	Never returned to work after sick leave of absence ended

**LEAVE(S) OF ABSENCE – RESOLVED**, that the Board of Education approves the Superintendent's recommendation to **APPROVE LEAVE(S) OF ABSENCE REQUESTS** for the following **CIVIL SERVICE** Personnel:

<u><b>Name</b></u>	<u><b>Position</b></u>	<u><b>Reason</b></u>
Leon Russell, Jr. Eff. 04/01/14 – 7/1/2014	Cleaner, Middle School	Requesting Sick Leave of Absence/FMLA at ½ pay. Medical documentation on file.
Gilbert Doldron Eff. 01/31/14 – 3/28/14	Sr. Maintainer, High School	Requesting Sick Leave of Absence/FMLA at ½ pay. Medical documentation on file.

**RESOLVED**, that the Board of Education approves the Superintendent's recommendation to **CHANGE** the following action: (Approved on the February 25, 2014 Docket)

**CHANGE FROM:**

<u><b>Name</b></u>	<u><b>Position</b></u>	<u><b>Reason</b></u>
Rosa Ferrufino Eff. 01/17/14	Probationary Cleaner – Prospect	Unsatisfactory Performance
April Keys Eff. 02/04/14 – 03/03/14	Confidential Secretary – Administration Office	Extension of Maternity LOA without pay

**CHANGE TO:**

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<u>Name</u>	<u>Position</u>	<u>Reason</u>
Rosa Ferrufino Eff. 01/23/14	Cleaner, full-time – Prospect	Unsatisfactory Performance
April Keys Eff. 02/04/14 – 02/28/14	Confidential Secretary – Administration Office	Extension of Maternity LOA without pay

**Addendum & Hand Carry Items  
March 20, 2014**

1. **RESOLVED**, that the Board of Education approves the Superintendent's recommendation to **ACCEPT THE RESIGNATION** of the following personnel:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>
Peter Cavassa Eff. 3/19/14	Director of School Facilities and Operations	Letter of resignation submitted for personal reasons

2. **WHEREAS**, the Superintendent has the authority to meet the pedagogical need of the District and;

**WHEREAS**, the Superintendent has determined that the services of Marianne Ferrington no longer meets the needs of the District,

**THEREFORE**, let it be resolved, that Marianne Ferrington shall be terminated immediately and deleted from the substitution list effective March 20, 2014.

Trustee Simmons moved, seconded by Trustee Myers to adjourn the meeting at 7:37 P.M.

MOTION  
Meeting adjourned

YES 5

MOTION CARRIED

Respectfully submitted:

Patricia Wright  
District Clerk

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**6690 AUDIT COMMITTEE**

The Board of Education will designate and appoint an Audit Committee each year for purposes of overseeing and carrying out the Board's audit policies and the performance of related duties and responsibilities. The District's Audit Committee shall be comprised of three members. One person shall be a Member of the Board of Education. This person shall serve as Chair of the committee. The other two members, selected from the community, shall serve a one year term. Employees and family members of employees of the District are prohibited from serving on the committee.

The Audit Committee shall:

1. provide recommendations regarding the appointment of the external auditor for the District;
2. meet with the external auditor prior to commencement of the District's auditor;
3. review and discuss with the external auditor any risk assessment of the District's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable;
4. receive and review the draft annual audit report and accompanying draft management letter and, working directly with the external auditor, assist the Trustees or Board in interpreting such documents;
5. make a recommendation to the Trustees or Board on accepting the annual audit report;
6. review every corrective action plan developed by the District as required under Education Law § 2116-a and assist the Trustees or Board in the implementation of such plan; and
7. assist in the oversight of the internal audit function required by Education Law, § 2116-b, including, but not limited to, providing recommendations regarding the appointment of the internal auditor for the District, the review of significant findings and recommendations of the internal auditor, monitoring of the District's implementation of such recommendations, and participate in the evaluation of the performance of the internal audit function.

Members of the Audit Committee are required to actively participate in all scheduled meetings of the Committee unless the member provides a valid reason to the Chair of the Committee for being unable to attend. Failure to provide a valid reason to the Chair of the Committee for being absent from three meetings shall result in the automatic removal from the Committee.

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

Ref:

Education Law 2116-c

Adoption date: March 23, 2006

Adopted revision: September 16, 2010

Adopted revision: October \_\_, 2013

**HELD**



**HEMPSTEAD UNION FREE SCHOOL DISTRICT**

**AUDIT COMMITTEE CHARTER**

**A. Audit Committee Authority**

Pursuant to resolution number 6, dated October 3, 2005, the Board of Education of the Hempstead Union Free School District established an audit committee to assist the Board of Education in the oversight of both the internal and external audit of the District. The requirement to create an audit committee was established by Education Law § 2116-c.

The role of an audit committee shall be advisory and any recommendations it provides to the Board shall not be substituted for any required review and acceptance by the Board of Education. The Audit Committee shall oversee and report to the Board on the annual external audit of the District's financial records.

**B. Mission**

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

1. The appointment of the external auditor for the District;
2. Risk assessment of the District's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable;
3. Receive and review the draft annual audit report and accompanying draft management letter;
4. Recommend to the Board whether to accept the annual audit report;
5. Review any corrective action plan developed by the District and assist the Board to implement the action plan; and
6. Oversee the internal audit, including, but not limited to, providing recommendations regarding the appointment of the internal auditor, the review of significant findings and recommendations of the internal auditor, monitoring of the District's implementation of such recommendations, and participate in the evaluation of the performance of the internal auditor.
7. Oversee the competitive Request for Proposal Process (RFP) used to solicit quotations for the District's annual external audit;
8. Review the scope, plan and coordination of the external audit.

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**C. Composition and Requisite Skills**

1. The District's Audit Committee shall be comprised of three (3) members serving a one year term
2. The committee shall include:
  - a) One member of the Board of Education who shall be the Chairperson of the Committee;
  - b) Two members of the public who reside in the Village of Hempstead who possess accounting, auditing, financial reporting, or school district finances experience.
3. The two members of the public who are members of the Audit Committee shall:
  - a) Possess the requisite skills and experience necessary to understand technical and complex financial reporting issues;
  - b) Have the ability to communicate with, and offer advice and assistance to, public finance officers and auditors; and
  - c) Be knowledgeable about internal controls, financial statement audits and management/operational audits.
4. Members of the Committee shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Committee and the District with such care as a generally prudent person in a similar position would use under similar circumstances.
  - 1) The following individuals shall be precluded from being a member of the Audit Committee (whether as the Board representative/Chair or as a member of the public):An employee of the District;
  - 2) An individual who within the last two years provided or currently provides services or goods or services to the District;
  - 3) The owner of or have a direct and material interest in a company providing goods or services to the District;
  - 4) A close or immediate family member of an employee, officer, or contractor providing services to the District. For purposes of this subparagraph, a *close family member* shall be defined as a parent, sibling or nondependent child, and an *immediate family member* shall be defined as a spouse, spouse equivalent, or dependent (whether or not related).

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5. During the exercise of duties and responsibilities, the Committee members may have access to confidential information. The members of the Committee have an obligation to the District to maintain the confidentiality of such information.
6. The two members of the public who are members of the Committee shall be administered the District's Oath of Office by the District Clerk.

**D. Duties and Responsibilities**

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

1. Provide recommendations regarding the appointment of the external auditor for the District;
2. Meet with the external auditor prior to commencement of the auditor;
3. Review and discuss with the external auditor any risk assessment of the District's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable;
4. Receive and review the draft annual audit report and accompanying draft management letter and, working directly with the external auditor, assist the Trustees or Board in interpreting such documents;
5. Make a recommendation to the Trustees or Board on accepting the annual audit report;
6. Review every corrective action plan developed by a District as required under Education Law § 2116-a and assist the Trustees or Board in the implementation of such plan; and
7. Assist in the oversight of the internal audit function required by Education Law, section 2116-b, including, but not limited to, providing recommendations regarding the appointment of the internal auditor for the District, the review of significant findings and recommendations of the internal auditor, monitoring of the District's implementation of such recommendations, and participate in the evaluation of the performance of the internal audit function.
8. Oversee the competitive Request for Proposal Process (RFP) used to solicit quotations for the District's annual external audit;
9. Review the scope, plan and coordination of the external audit.

**E. Administration Of The Committee**

1. The Committee is required to hold regularly scheduled meetings and report to the Board on the activities of the audit committee on an as-

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needed basis, but not less than annually. At each meeting of the Audit Committee, minutes of the meetings shall be kept, except for times when the Committee votes to go into executive session to: (1) meet with the external auditor prior, during or after the audit; (2) review and discussion with the external auditor any risk assessment; or (3) upon the receipt and review of the draft annual audit report from the Audit Committee and accompanying draft management letter.

2. The minutes of each meeting of the Committee shall contain, at a minimum:

- a) Copies of the meeting agenda
- b) Date, attendance and location of the meeting
- c) Brief summary of the topics discussed
- d) Copies of materials discussed or presented at the meeting
- e) A record of all actions or recommendations agreed to by the committee
- f) Once approved, the minutes will be posted on the District web site for public viewing

3. The annual report to the Board shall address or includes, at a minimum

- (a) the activities of the audit committee;
- (b) a summary of the minutes of the meetings;
- (c) significant findings brought to the attention of the audit committee;
- (d) any indications of suspected fraud, waste, or abuse;
- (e) significant internal control findings;
- (f) report on suspected fraud or abuse or material defects in the internal control systems; and
- (g) activities of the internal audit function.

4. An agenda of each meeting of the Committee should be clearly determined in advance and the Audit Committee should receive supporting documents in advance, for reasonable review and consideration. Any member of the Board, who is not a member of the Audit Committee, may attend audit committee meetings.

5. All decisions of the Committee shall be reached by consensus of those members present at the meeting. Consensus is defined as an acceptable solution that all can agree to support. If consensus cannot be reached, polling of the voting membership will take place and simple majority will rule. A quorum

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constitutes a simple majority of the total membership and meetings will not be conducted unless a quorum is present.

### **F. Review of the Charter**

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

Adoption Date: March 23, 2006

Adopted revision: September 16, 2010

Adopted revision: March 20, 2014

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**POLICY FOR ADMINISTRATOR TRAINING**

Before a person may be selected as an Administrator in this District, he/she must be familiar with the policies and procedures of the District and complete professional development and/or leadership training offered by the District.

The professional development and/or leadership training shall be a program offered by the District that will consist of not less than six months of training. Any person in the training shall not seek employment with any other District during the training process. Without prior approval the Board of Education and upon the recommendation of the Superintendent of Schools, the person in the training shall not be appointed to any special assignments within the District during the training.

The professional development and/or leadership training will be provided by the District after-school hours and shall not interfere with the education of the students. The professional development and/or leadership training will include, but not be limited to the subjects of Annual Professional Performance Review, leadership, and community relations.

Adoption Date: March 20, 2014

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**9821: PERSONNEL OBTAINING NEW DEGREES**

The Board of Education recognizes and encourages that its personnel may seek additional educational degrees while employed by the District. These educational degrees may include the pursuit of a Ph.D. or an Ed.D.

Those members of the District's staff who have not received tenure should not pursue additional educational degrees until the District has granted tenure to that staff member. This policy does not include Master's degrees in education.

It is the policy of the Board of Education that all staff members dedicate their time and effort in improving the education of the students of the District. In conjunction with this policy, the Board of Education desires that non-tenured teachers, because of their non-tenured status should not be distracted from the District's mission of improving the education of the students of the District by pursuing Ph.D or Ed.D. degrees.

Following the granting of tenure the District encourages all staff to pursue educational degrees including the pursuit of a Ph.D or an Ed.D.

It is the Board's policy that any member of the District staff who decides to pursue educational degrees, including Master's degrees in education, the pursuit of those educational degrees shall not interfere with the obligations and duties that the staff member has with the District and if it does, the staff member may be subject to discipline.

ADOPTED: March 20, 2014

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**9212**

**STAFF INTERNSHIPS**

Because the Hempstead Board of Education recognizes the importance of developing administrators for the District, it shall be the policy of the Board to provide the opportunity to qualified staff to serve internships provided approval has been granted by the Superintendent of Schools or his/her designee, and the following criteria is met:

1. All employees granted the opportunity to serve an internship:
  - a. Must be tenured in the District;
  - b. Must have approval from his/her immediate supervisor; and
  - c. Must have sufficient knowledge of the District's current policies and procedures.
2. The Superintendent of Schools and/or his/her designee shall identify the Administrator within the District who can most appropriately act as a mentor for an employee at the District who requests an administrator internship opportunity. The identified mentor-administrator may accept or refuse the assignment without any discipline or consequence.
3. Prior to starting the internship, the Intern and the mentor-administrator must meet with the Superintendent of Schools and/or his/her designee. The Intern shall be prepared to share how serving as an Intern will benefit Intern and the District.
4. No Intern shall schedule or perform internship work assignments during the school day whether during the intern's lunch period or otherwise. All work assignments are to be scheduled before the start of a school day and not sooner than forty-five (45) minutes after the end of the school day.
5. The internship shall include at least two weeks of training in Central Administration.
6. No Intern shall be granted approval to participate in any co-curricular and/or extracurricular activities during the internship.
7. The administrator selected to provide the mentorship to the Intern shall prepare a report to, and on a schedule established by, the Superintendent of Schools and/or his/her designee.

The mentor-administrator shall include the following information in the report:

- a. the attendance record of the Intern.
- b. the number of hours the Intern spends with the administrator.
- c. the progress of the Intern.
- d. recommendation to continue or discontinue the internship based on performance and commitment of the Intern.

Any Intern who fails to comply with this policy shall have his/her internship terminated.



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The intern and the mentor-administrator shall not be paid for participating in the staff internship program.

Any mentor-administrator providing the internship service and who fails to comply with this policy and the procedures set forth above, shall be reprimanded. All mentor-administrators are required to keep up-to-date on all District policies and procedures.

Adoption date: March 24, 1999

Revision date: March 20, 2014