

**MINUTES
MARCH 17, 2016**

**HEMPSTEAD PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
MARCH 17, 2016
MINUTES**

The regular meeting of the Hempstead Public Schools Board of Education was held in the high school auditorium, 201 President Street, Hempstead, New York 11550. The meeting was called to order at 6:04 P.M., moved by Trustee Jackson and seconded by Trustee Touré. All of the Board Members were present. The board immediately convened to executive session to discuss a particular individual and proposed appointments. Following the executive session the regular meeting session started with the President announcing and welcoming the newly appointed Trustee David B. Gates, II. There were presentations from the special education department by Djuana Wilson, registration department by Robert Rodriguez, Daniel Espina presented from technology and Janet Lovett from the bilingual department. Public participation was entertained, all concerns were addressed by the Board, Superintendent and staff.

Trustee Johnson moved, seconded by Trustee Simmons to convene to executive session at 6:04 P.M. to discuss personnel appointments.

MOTION	YES 5	MOTION CARRIED
To convene to executive session		

Trustee Touré moved, seconded by Trustee Jackson to reconvene to open session at 7:13 P.M.

MOTION	YES 5	MOTION CARRIED
To reconvene to open session		

BOARD MEMBERS PRESENT:

LaMont E. Johnson	President
Maribel Touré	Vice President
JoAnn Simmons	Trustee
Gwendolyn Jackson	Trustee
David B. Gates	Trustee

STAFF MEMBERS PRESENT:

Susan Johnson	Superintendent of Schools
Calvin Wilson	Interim Assistant Superintendent for Business & Operations

**MINUTES
MARCH 17, 2016**

Dr. Rodney Gilmore	Associate Superintendent for Human Resources
James Clark	Assistant Superintendent for Secondary C & I
Regina Armstrong	Assistant Superintendent for Elementary C & I
Renee Hamilton	Executive Director for Testing, Research & Evaluation
Patricia Wright	District Clerk
John Sheahan	General Counsel
Richard Hamburger	Labor Counsel
David Pearl	Labor Counsel

Trustee Touré moved, seconded by Trustee Jackson to convene to executive session for the 2nd time 7:45 P.M. to discuss a personnel item.

MOTION	YES 3 (Trustees Touré, Jackson & Gates)	MOTION CARRIED
To convene to Executive session	NO 2 (Trustee Johnson & Simmons)	

Trustee Touré moved, seconded by Trustee Jackson to reconvene to open session at 8:44 P.M.

MOTION	YES 5	MOTION CARRIED
To reconvene to open session		

Trustee Simmons moved, seconded by Trustee Johnson to approve the consent calendar including hand carry items 1,2, & 3, with the exception of independent action items.

MOTION	YES 5	MOTION CARRIED
To approve the consent calendar		

OTHER AGENDA ITEMS

1. a. **RESOLVED**, that the Board of Education approves the minutes of the meeting held on February 25, 2016 and March 4, 2016 as submitted by the District Clerk.
- b. **BE IT RESOLVED**, that the Board of Education approves the 2nd reading of Policy No. 2410 entitled *Language Access Policy*. (Attached)
- c. **BE IT RESOLVED**, that that Board of Education approves the 1st reading of new policy entitled Carbon Monoxide Policy. (Attached) The technical guidelines and

**MINUTES
MARCH 17, 2016**

specifications from New York State Education Department are attached for your review and information.

2. BUSINESS & OPERATIONS

WARRANTS

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

- a. **General Funds** (Warrants #50, 49, 46, 45); **Cafeteria/Lunch** (Warrant #8); **Federal** (Warrants #16, 15) – being resubmitted. **General Funds** (Warrants #55, 53); **Cafeteria/Lunch** (Warrant #9); **Federal** (Warrants #18, 17).

TREASURER'S REPORT

- b. **RESOLVED**, that the Board of Education approves the Superintendent's recommendation to accept the **Treasurer's Reports for the period of January 2016**.

APPROPRIATION STATUS REPORT

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

3. CURRICULUM AND INSTRUCTION

- a. **RESOLVED**, that the Board of Education approves the attached partnership agreement contract with Learner-Centered Initiatives, Ltd. for Professional Development Services and Site Based Coaching for a struggling middle school (receivership grant) and authorizes the President of the Board of Education to execute same.
- b. **RESOLVED**, that the Board of Education approves the attached partnership agreement contract with Hofstra University for the development of Strategic Mentoring Culture Services for development specifically of the on-site/school based professional laboratory for a struggling middle school (receivership grant) and authorizes the President of the Board of Education to execute same.

Item c approved as amended in bold italics

- c. **RESOLVED**, that the Board of Education approves the attached partnership agreement contract with Electrical Training Center, Inc. for course work in the area of

**MINUTES
MARCH 17, 2016**

the electrical field for completion by students to receive a certificate for a persistently struggling high school (receivership grant) and authorizes the President of the Board of Education to execute same. (*Subject to approve by Board of Education legal counsel.*)

4. SUPPLEMENTAL PERSONNEL-SPECIAL EDUCATION

Appointment: Impartial Hearing Officer

BE IT RESOLVED, that the Board of Education of the Hempstead Union Free School district hereby ratifies and approves the appointment of Mr. Jerome Schad to serve as the impartial hearing officer in connection with the request for an impartial hearing filed by the complainant, as set forth in the confidential attachment "A", which demand was received in the form of a letter from the parent on or about February 23, 2016 and hereby approves compensation for Mr. Schad in connection therewith, in the amount of \$100.00 per hour for services rendered plus reimbursement for mileage, tolls, postage, and copying.

5. PERSONNEL (see attached pages)

6. MISCELLANEOUS – TRIPS

WHEREAS, the Hempstead High School Girls Track team is planning an out of state, overnight field trip on April 27-30, 2016 to Franklin Field,, Pennsylvania to participate in the Penn Relay.

BE IT RESOLVED, that the Board of Education approves the Superintendent's recommendation to permit 8 girls and 2 chaperones from the High School Girls Track team to participate in the Penn Relay in Philadelphia, on April 27 - 30, 2016. The bus is scheduled to leave Hempstead High School at approximately 11:30 a.m. on April 27th and return to the high school at 12:00 a.m. on April 30, 2016.

Transportation will be paid for from the athletic budget. All pertinent information is on file.

K. PERSONNEL

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

**MINUTES
MARCH 17, 2016**

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Lorenzo Wyche Eff. 06/24/16	Music Teacher ABGS Middle School	Letter of resignation submitted for retirement purposes.

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

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Vanessa Applewhaite-Senior Eff. 01/27/16 – 04/22/16	Reading Teacher High School Annex	Letter requesting a Medical Leave of Absence/FMLA using accrued sick time. (Documentation on file, letter received on 03/10/16 in the Human Resources office)

Trustee Simmons moved, seconded by Trustee Johnson to approve the Director of S.T.E.M. as indicated.

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

Oliver moved to executive session and independent action item

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Subrina Oliver Eff. 04/18/16 (4-year probationary Period – 04/17/20, resume enclosed, Certification: School District Leader, Professional, Eff. 09/01/07)	Director of STEM (Receivership Position – Grant funded – PSSG 2110.150.16.51020)	\$150,000 – prorated

**MINUTES
MARCH 17, 2016**

MOTION YES 3 (Trustees Johnson, Simmons & Gates) MOTION CARRIED
 To approve the director **NO 2 (Trustees Touré & Jackson)**
 Of S.T.E.M.

Scott McMillan Eff. 03/29/16	Teaching Assistant – High School (Grand funded – PSSG 2110.150.16.5102)	\$27,376 (prorated) Lv. 4, St. 1
---------------------------------	--	-------------------------------------

D. APPOINTMENT(S) – RESOLVED that the Board of Education approves the Superintendent’s recommendation to APPOINT the following personnel for A.B.G.S. MIDDLE SCHOOL’S AIS PROGRAM (SATURDAYS 8:30 AM – 12:30 PM: (as needed, pending enrollment and attendance - Grant funded – PSSG 2110.150.16.5104)

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Francis DeAngelis	Teacher (ELA 8 th Gr.)	\$40.54/hr
Mercedes Pillier	Teacher (ESL)	\$40.54/hr
Alphonse Persico	Teacher (6 th Gr.)	\$40.54/hr

E. RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPOINT the following professional personnel as COACHES for the 2015 – 2016 school year:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Robert Polcha Eff. 03/21/16 – 06/02/16	JV Softball Coach (Replacing T. Washington who resigned)	\$4,338
Wylfredo Lyons Eff. 03/21/16 – 06/02/16	Asst. Coach Varsity Baseball	\$4,015
Dr. Martha Higgins Eff. 03/29/16 – 06/02/16	MS Girls Track Coach	\$3,470

**MINUTES
MARCH 17, 2016**

F. RESOLVED, that the Board of Education approves the Superintendent's recommendation to CORRECT the following DATE as COACH for the 2015 – 2016 school year:

FROM:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Anita Reynolds Eff. 01/14/16 – 05/29/16	JV Girls Badminton Coach	\$3,018

TO:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Anita Reynolds Eff. 03/14/16 – 05/29/16	JV Girls Badminton Coach	\$3,018

Item G approved as amended in bold italics

G. RESOLVED, that the Board of Education approves the Superintendent's recommendation to APPOINT the following professional personnel to do a sixth period class due to increased enrollment effective 03/21/16 – 06/30/16: (Grant funded PSSG 2110.150.16.5104) **(at 1/5 of the employees 2015-2016 salary pro-rated from 3/21/16-5/30/16)***

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Clemente Robles	Teacher (Bilingual 6 th Gr.)	\$14,131.20 (1/5 of salary)
Boris Crespo	Teacher (Bilingual Science)	\$19,198.00 (1/5 of salary)
Claudy Dorestant	Teacher (Bilingual Math)	\$22,653.80 (1/5 of salary)
Milton Perez	Teacher (Bilingual Math)	\$17,720.20 (1/5 of salary)

2. CIVIL SERVICE PERSONNEL

A. Superintendent's recommendation to APPROVE the following LEAVE(S) OF ABSENCE REQUEST(S) for the following:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>
Laveenus Davis Eff. 02/08/16 – 04/30/16	School Lunch Monitor – P/T Jackson Main	FMLA without pay. (Medical documentation on file. Letter received on 2/23/16 in the office of Human Resources.)

**MINUTES
MARCH 17, 2016**

Latrana Sherrill
Eff. 04/01/16 – 05/16/16

School Lunch Monitor – P/T
David Paterson

Maternity Leave of
Absence/FMLA utilizing
accrued sick days. (Medical
documentation on file. Letter
received on 2/25/16 in the
office of Human Resources.)

B. TERMINATION(S) – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to TERMINATE the following Civil Service personnel:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>
Michael Gregg, Sr. Eff. 03/28/16	Cleaner, F/T Franklin School	Pursuant to Workers Compensation Law (Absent in excess of 2 years)

C. RESOLVED, that the Board of Education approves the Superintendent’s recommendation to RESCIND the following Civil Service APPOINTMENT:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>
Sheila Allaway-Shell Eff. 03/07/16	Typist Clerk – Business Office	Accepted another position elsewhere
Precious Dukes Eff. 02/29/16	School Lunch Monitor – P/T	Declined position – Letter of resignation received.

**HAND CARRIED ITEMS
MARCH 17, 2016**

1.

A. RESOLVED, that the Board of Education approves the Superintendent’s recommendation to accept the resignation of the following civil service personnel RETIREMENT/PERSONAL PURPOSES:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>
Howard Smith Eff. 4/12/16	Groundskeeper High school	Letter of resignation Submitted for Retirement purposes

**MINUTES
MARCH 17, 2016**

B. Upon the recommendation of the Superintendent of Schools, **BE IT RESOLVED**, that pursuant to Education Law Section 913, employee number 3519 is hereby directed to report to the school physician for a fitness evaluation.

2. **RESOLVED**, that the Board of Education hereby Consents To Change Attorney regarding New York State Division of Human Rights Complaint of Shona Russell against the Hempstead Union Free School District and authorizes the President of the Board of Education to execute said Consent to Change Attorney.

3. **WHEREAS**, the District is a party to a contract with Paul Jason Mattis, Ph.D. obligating him to provide a fixed number of neuropsychological evaluations, and;

WHEREAS, the District is in need of additional evaluation beyond the fixed number provided for in the contract, it is hereby;

RESOLVED, that the Board of Education hereby approves the attached rider to its agreement with Dr. Mattis authorizing additional evaluations and authorizes the Board President to execute same on behalf of the district.

Trustee Touré moved, seconded by Trustee to approve the resolution introduced by Trustee Touré as indicated below.

*****No vote called due to question**

Trustee Simmons moved, seconded by Trustee Gates to table the resolution for grant funds as listed below

**PROPOSED RESOLUTION FOR FINANCIAL STABILITY AND ACCOUNTABILITY
FOR GRANT FUNDED PROGRAMS**

4. **WHEREAS**, there is a need for each elected Board Member of the Hempstead Union Free School District to be well informed and clear on all items presented to them for consideration and voting, and ;

WHEREAS, the needs of the public we serve demands that each Board Member seek and obtain all information that will allow him/her to make the best decisions possible for our children and our District, and;

**MINUTES
MARCH 17, 2016**

WHEREAS, there are a number of programs in the Hempstead Union Free School district that are funded by and through funds and resources not coming from or originating from the District's General Operating Funds, and;

WHEREAS, there are grants which serve to support and fund programs and activities in the Hempstead Union Free School District, and;

WHEREAS, there is an ongoing need for each of the grants, funds and sources of funds to be fully disclosed, identified and managed in accordance with the guidelines of each of those grants, funds, sources of funds and the overall District policy for fiscal accountability and proper management, and;

WHEREAS, before the expenditure of grant monies are authorized by Board members it is necessary that the details about and relating to those grants, funds and sources of funds be fully disclosed,

THEREFORE, IT IS RESOLVED for any use of grant funds, resources or monies to be presented, considered and approved by the Board, it shall be necessary for the Superintendent, or his/her representative, to provide the Board members in sufficient time prior to the request for a vote, the following information:

- The short range and long range (if any) program plan of execution and use of that grant.
- The overall cost and budget for the program for that current school year and for the anticipated life of the program under that grant, if applicable.
- The total amount of the grant and the period of time covered by the grant. The assigned code or identifying number of the grant.
- The amount spent to date of the grant and the amount remaining in the grant to be spent.

THEREFORE, IT IS FURTHER RESOLVED that no expenditures shall be presented to the Board for any of the programs funded by grant funds as set out above without first having been reviewed and approved for Board action by the District Business Officer in charge.

MOTION **YES 3** (Trustees Johnson, Simmons & Gates) **MOTION CARRIED**
Grant resolution **NO 2** (Trustee Touré & Jackson)
Tabled

Trustee Jackson moved, seconded by Trustee to convene to executive session for the 3rd time at 9:23 P.M. to further discuss personnel.

**MINUTES
MARCH 17, 2016**

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

Trustee Jackson moved, seconded by Johnson to reconvene to open session at 11:00 P.M.

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

Trustee Jackson moved, seconded by Trustee Simmons to adjourn the meeting at 11:01 P.M.

MOTION **YES 5** **MOTION CARRIED**
Meeting adjourned

Respectfully submitted:

Patricia Wright
District Clerk

LANGUAGE ACCESS POLICY

Definitions:

The following defined terms are used throughout the Language Access Procedures:

1. **“BOCES”** means the Boards of Cooperative Educational Services of New York State.
2. **“Commissioner”** means the Commissioner of the New York State Education Department.
3. **“CSE”** means Committee on Special Education.
4. **“District”** means the Hempstead Union Free School District and schools within the Hempstead Union Free School District.
5. **“ELL”** means English language learner, sometimes formerly referred to as “limited English proficient” or “LEP.”
6. **“ENL”** means English as a new language, formerly called “English as a second language,” or “ESL.”
7. **“High-incidence language”** means a native language used by more than five percent of ELLs within the District, as reflected in data reported by the District to SED through the Student Information Repository System.
8. **“HLQ”** means the Home Language Questionnaire generated by the New York State Education Department.
9. **“Low-incidence language”** means a native language used by less than five percent of ELLs within the District, as reflected in data reported by the District to SED through the Student Information Repository System.
10. **“NYSED”** means the New York State Education Department.
11. **“NYSESLAT”** means the New York State English as a Second Language Achievement Test.
12. **“NYSITELL”** means the New York State Initial Test for English Language Learners.
13. **“Native language”** means the language normally used by the parents of the student except in all direct contact with a student, native language means the language normally used by the student in the home or learning environment.
14. **“Qualified personnel”** means 1) a certified bilingual or English to speakers of other languages teacher, who is fluent in the home language of the student and parent or person in parental relation, or uses a qualified interpreter/translator of the language or mode of communication the student or parent or person in parental relation best understands; or 2) a certified teacher who has been trained in cultural competency, language development and the needs of English language learners, and who is proficient in the home language of the student or parent or person in parental relation or uses a qualified interpreter/translator of the language or mode of communication the student or parent or person in parental relations best understands.
15. **“Qualified interpreter/translator”** means a person who is fluent in the language in which he or she is communicating and in English, has a demonstrated ability to employ the mode of interpretation appropriate to the given situation (e.g. simultaneous interpretation for hearings or large-group parent meetings) and has received training in specialized issues such as confidentiality and any applicable technical vocabulary. School staff who meet this criteria, such as a certified bilingual or English to speakers of other languages teacher, may

be qualified to serve as an interpreter/translator.

Procedure: Initial Screening for, and Annual Evaluation of, ELL Students

This procedure shall be used during the enrollment process when District personnel screen students for English language proficiency, as well as when District personnel annually assess the English language proficiency of ELL-designated students, pursuant to Parts 117 and 154, respectively, of the New York State Regulations on Identification and Services to ELL Students (8 NYCRR §§ 117, 154).

Initial screening: The District will administer the HLQ to the student, parent, or guardian present at enrollment. The District shall provide a copy of the HLQ in English or in the student, parent, or guardian's native language, when necessary and available. The HLQ shall be administered by qualified personnel. The District shall also conduct an interview as part of the student's screening for English language proficiency. The interview with the student shall be conducted by qualified personnel.

In the event the District does not have a copy of the HLQ in a student, parent, or guardian's native language, either from NYSED or another source, and qualified personnel are not immediately available to administer the HLQ, the District shall make an appointment for the student, parent, or person in parental relation to return at a later time to complete the student's placement, and shall also determine whether, at that later appointment, whether the student, parent, or person in parental relation needs an interpreter for such appointment. At the appointment, the District shall have present qualified personnel to conduct the interview and complete the student's screening for English language proficiency.

Annual assessment: Annually, the District will administer the NYSESLAT to each ELL-designated student. The District shall provide notification to the parent/guardian of each ELL-designated student of the results of such assessment and the District's determination as to whether the student should continue receiving ENL/bilingual services. Such notification shall be provided to the parent/guardian in English and the language they understand, if it is a language other than English, as indicated on the HLQ, if such language is a high-incidence language. If such language is a low-incidence language, and the District does not have personnel fluent in the language who can translate the notification into such language, the District shall contract with a translation service to create a copy of the notification in the parent/guardian's native language. In the event it is clearly not feasible to do so, the District shall document and maintain records reflecting all reasonable efforts made to use a translation service to create a copy of the notification into such language.

Procedure: Parental Notification of Student Placement in District Bilingual/ENL Program

This procedure shall be used to notify a_2_ student's parent/guardian upon the

District's determination that a student qualifies for placement in a bilingual or free-standing ENL program, pursuant to Part 154 of the New York State Regulations on Identification and Services to ELL Students (8 NYCRR § 154).

Following a District assessment that a student qualifies for a bilingual or ENL program (e.g., via NYSITELL), the District shall notify the student's parent/guardian in both English and the language the parent/guardian understands, if it is a language other than English, as indicated on the HLQ. In the event the District does not have the notification in the language indicated by the parent/guardian on the HLQ, i.e., a low-incidence language, the District shall first contact NYSED to determine whether the notification can be obtained from NYSED in such language. In the event the District cannot obtain the notification in such language from NYSED, the District shall use a translation service to translate the notification into the low-incidence language indicated by the parent/guardian on the HLQ. In the event it is clearly not feasible to do so, the District shall document and maintain records reflecting all reasonable efforts made to use a translation service to translate the notification into such low-incidence language.

Procedure: Notifications and Interpreters for District Bilingual/ENL Program Orientations & Annual Meetings

This procedure shall be used when the District provides parents/guardians of new-entrant ELL students an orientation on standards and program requirements for District bilingual/ENL programs, pursuant to Part 154 of the New York State Regulations on Identification and Services to ELL Students (8 NYCRR § 154).

The District shall provide notification to the parents/guardians of ELL-designated students of orientation event(s) concerning District bilingual/ENL programs. Such notification shall be provided in English and the parent/guardian's native language, if it is a language other than English, as indicated on the HLQ. If the need arises for a notification in a low-incidence language, and the District does not have personnel fluent in the parent/guardian's native language who can translate the notification into such low-incidence language, the District shall contract with a translation service to create a copy of the notification in such low-incidence language. In the event it is clearly not feasible to do so, the District shall document and maintain records reflecting all reasonable efforts made to use a translation service to create a copy of the notification in such low-incidence language.

In such notification, the District shall ask whether the parent/guardian requires an interpreter to be present at the orientation event and shall provide instructions as to how the parent/guardian may request an interpreter from the District, at no cost to the parent/guardian. In the event the District does not employ personnel fluent in the parent/guardian's native language – i.e., a low-incidence language – who can attend and interpret at an orientation event, the District shall contract with an interpreting service to provide an interpreter for such event. In the event it is clearly not feasible to do so, the District shall document and maintain records reflecting all

reasonable efforts made to use an interpreting service to provide such an interpreter.

The individual annual meetings with the parents/guardians of ELLs shall be conducted in the language or mode of communication the parent/guardian best understands, as indicated on the HLQ. If, however, the District does not have personnel fluent in the parent/guardian's native language who can conduct or provide interpretation/translation services for the meeting, the District shall contract with an interpretation service to interpret for such meeting. In the event it is clearly not feasible to do so, the District shall document and maintain records reflecting all reasonable efforts made to use an interpretation service for the meeting.

Procedure: Parental Notification of Evaluation for Special Education Services

This procedure shall be used when the District communicates with the parents/guardians of students being referred, evaluated, or placed for special education services in the District, pursuant to Part 200 of the New York Codes, Rules, and Regulations (8 NYCRR § 200).

The District shall provide notification to a student's parent/guardian of the student's referral to the Committee on Special Education. Such notification shall be in English and in the language used by the parent, if it is a language other than English, as indicated on the HLQ. If District does not have personnel fluent in the language used by the parent/guardian and who can translate the notification into such language, the District shall, unless it is clearly not feasible to do so, contract with a translation service to create a copy of the notification in such language.

At the time of the District's initial referral of a student for evaluation, the District shall also provide a copy of the Commissioner's procedural safeguards notice in English and the parent/guardian's native language, if it is a language other than English, as indicated on the HLQ. If the does not have personnel fluent in the language used by the parent/guardian and who can translate the notification into such language and the District cannot obtain the notice in the parent/guardian's native language from NYSED, the District shall, unless it is clearly not feasible to do so, contract with a translation service to create a copy of the notice in the parent/guardian's native language.

Procedure: Evaluation for Special Education Services, Parental Notification of Results, and Parental Participation in CSE Meetings

This procedure shall be used when the District refers, evaluates, or places students for special education services, pursuant to Part 200 of the New York Codes, Rules, and Regulations (8 NYCRR § 200).

Evaluation: When a student is being evaluated for special education services, the evaluation materials used to assess a student shall be provided and administered in the student's native language or other mode of communication and in the form most likely to yield accurate information on what the student knows and can do academically, developmentally and

functionally, unless it is clearly not feasible to so provide or administer.

Notification of results: The District shall, unless it is clearly not feasible to do so, provide the results of such evaluation in writing or orally to the student's parent/guardian in his/her native language, as indicated on the HLQ. If the District does not have personnel who can translate the results into such language (in written form or verbally), the District shall, unless it is clearly not feasible to do so, contract with a translation/interpretation service to do so.

Participation in CSE meetings: Once a student has been evaluated for special education services, the District shall provide notification to the student's parent/guardian of a CSE meeting and request the parent/guardian's attendance at such meeting. Such notification shall be provided in English and the parent/guardian's native language, if it is a language other than English, as indicated on the HLQ. If the District does not have personnel fluent in the parent/guardian's native language who can translate the notification into such language, the District shall, unless it is clearly not feasible to do so, contract with a translation service to create a copy of the notification in the parent/guardian's native language.

In such notification, the District shall ask whether the parent/guardian requires an interpreter to be present at the CSE meeting and shall provide instructions as to how the parent/guardian may request a qualified interpreter/translator from the District, at no cost to the parent/guardian. In the event the District does not employ personnel fluent in the parent/guardian's native language who can attend and interpret at the CSE meeting, the District shall, unless it is clearly not feasible to do so, contract with an interpreting service to provide an interpreter for such meeting.

Procedure: Parental Notification of Disciplinary Action; Disciplinary Hearings

This notification procedure shall be used with students facing possible disciplinary action by the District, pursuant to New York Education Law § 3214 and Part 100 of the New York Codes, Rules, and Regulations (8 NYCRR § 100).

Notification: Whenever the District proposes a suspension or disciplinary action against a student, the District shall provide written notification to the student's parent/guardian. Such notification shall be in English and in the dominant language or mode of communication used by the parent/guardian, if it is a language other than English, as indicated on the HLQ. If the need arises for the notification in a low-incidence language, and the District does not have personnel fluent in the parent/guardian's native language who can translate the notification into such language, the District shall contract with a translation service to create a copy of the notification in the parent/guardian's native language. In the event it is clearly not feasible to do so, the District shall document and maintain records reflecting all reasonable efforts made to do so.

The notification shall *inter alia*, ask whether the parent/guardian requires qualified interpreter/translator to be present at such an informal conference, and provide instructions as to how the parent/guardian may request a qualified interpreter/translator from the District at no cost to the parent/guardian.

In the event the District does not employ personnel fluent in the dominant language or mode of communication used by the parent/guardian who can attend and interpret at such informal conference, the District shall contract with an interpreting service to provide an interpreter for such conference. In the event it is clearly not feasible to do so, the District shall document and maintain records reflecting all reasonable efforts made to use an interpreting service to provide such an interpreter.

Hearings: Whenever the District intends to convene a disciplinary hearing for a student facing a proposed suspension longer than five days, the District shall provide written notification to the student's parent/guardian. Such notification shall, unless it is clearly not feasible to do so, be in English and in the dominant language or mode of communication used by the parent/guardian, if it is a language other than English, as indicated on the HLQ. If the District does not have personnel fluent in the language used by the parent/guardian and who can translate the notification into such language, the District shall, unless it is clearly not feasible to do so, contract with a translation service to create a copy of the notification in such language

The notification shall, *inter alia*, provide instructions as to how the parent/guardian may request a person fluent in the parent/guardian's native language to interpret the disciplinary hearing. In the event the District does not employ personnel fluent in the parent/guardian's native language who can attend and interpret at such disciplinary hearing, the District shall, unless it is clearly not feasible to do so, contract with an interpreting service to provide an interpreter for such meeting, at no cost to the parent/guardian.

Hempstead UFSD Policy # _____

CARBON MONOXIDE DETECTOR POLICY

As per the New York State Education Department Carbon Monoxide Regulations, the district must install carbon monoxide detectors in any building that has appliances, devices or systems that may emit carbon monoxide or an attached garage.

Carbon monoxide detectors shall be installed as per New York State Education Department Regulations. The locations will be shown on each building's floor layout map.

Procedures to be followed if a carbon monoxide alarm goes off:

- 1- Whoever hears the audible signal from the carbon monoxide detector, is to proceed to the nearest fire alarm pull station and pull the alarm.**
- 2- All building occupants are to exit the building.**
- 3- When the fire department arrives, a building administrator is to notify them, that the alarm was pulled, because of a carbon monoxide detector sounded an alarm.**
- 4- The person who pulled the alarm is to notify a building administrator where the alarm was heard, so it can be related to the fire department.**