

**MINUTES
APRIL 19, 2016**

**HEMPSTEAD PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
APRIL 19, 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 at 7:16 P.M. The monthly report were presented by Djuana Wilson, Special Education with participation from Mr. Gary Rush, 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.

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
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
Christopher Mestecky	General Counsel
Richard Hamburger	Labor Counsel
David Pearl	Labor Counsel

Trustee Johnson moved, seconded by Trustee Touré to approve the consent calendar with the exception of executive session item.

MOTION

To approve the consent calendar

YES 5

MOTION CARRIED

**MINUTES
APRIL 19, 2016**

Following the consent calendar the Board of Education approves the Nassau County BOCES operational Budget and voted for the BOCES candidates. (Attached)

Trustee Johnson moved, seconded by Trustee Simmons to convene to executive session at 8:01 P.M. to discuss personnel.

MOTION	YES 5	MOTION CARRIED
To convene to executive session		

OTHER AGENDA ITEMS

- 1. a. **RESOLVED**, that the Board of Education approves the minutes of the meeting held on March 17, 2016, April 5 & 6, 2016 and the amended minutes of February 25, 2016 as submitted by the District Clerk.
- b. **BE IT RESOLVED**, that the Board of Education approves the 3rd reading and adoption of Policy No. 2410 entitled *Language Access Policy*. (Attached)
- c. **BE IT RESOLVED**, that that Board of Education approves the 2nd reading of new policy entitled Carbon Monoxide Policy. (Attached) The technical guidelines and specifications from New York State Education Department are attached for your review and information.
- d. **RESOLVED**, that Board of Education approves the following individuals to work the polls for the May 17, 2016 Annual Budget Vote and Election at a rate of \$159.50 for Assistant Clerks and a rate of \$174.00 for Inspectors. The hours of operation are from 6:15 A.M. until 9:00 P.M.

BE IT FURTHER RESOLVED,that these residents will work any Special Meetings scheduled for 2015-2016 school year at the same rate of pay. In the event that any one of these individuals is not available, a substitute name will be put in place.

Gertrude Ford	Laurine Conley	TBD
Virginia Oliver	Erundina M. Diaz	TBD
Jeff Wicks	TBD	TBD
Elaine Watts	TBD	Translator x 3

e. **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 ;

**MINUTES
APRIL 19, 2016**

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;

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.

f. **RESOLVED**, that the Board of Education approves to settle the attach level III grievances.

2. BUSINESS & OPERATIONS

**MINUTES
APRIL 19, 2016**

WARRANTS

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

- a. **General Funds** (Warrants #62, 58, 57); **Cafeteria/Lunch** (Warrant #10); **Federal** (Warrants #19, 20). **Capital Funds** (Warrants #6,).

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 February 2016**.
- c. **RESOLVED**, that the Board of Education hereby approves the terms of the attached Stipulation of Settlement with respect to the settlement of the arbitration between the District and the Chandler Law Firm, PLLC, Case No.: O-223-15-7 and authorizes the Board President to execute such stipulation on behalf of the District and further authorizes Guercio & Guercio, LLP to execute a stipulation of discontinuance with regard to such arbitration.

BID AWARDS

- d. **RESOLVED**, that the Board of Education approves the Superintendent's recommendation to award the Bid for "**Gas Kettles For the Hempstead Public Schools Cafeteria Program**" to the lowest responsible bidder as follows:

<u>VENDOR</u>	<u>AMOUNT</u>
Bar Boy Products	\$25,650.00

ITEM E MOVED TO EXECUTIVE SESSION

Trustee Johnson moved, seconded by Trustee Simmons to approve the budget amount and tax levy.

- e. **RESOLVED**, that the Board of Education adopts the 2016-2017 budget in an amount not to exceed \$189,167,890.00, and set forth a tax levy in an amount not to exceed \$75,684,370.00.

MOTION

To approve budget amount and tax levy

YES 5

MOTION CARRIED

**MINUTES
APRIL 19, 2016**

f. **RESOLVED**, that the Board of Education approves the Superintendent's recommendation to enter into an agreement with the New York State School Boards Association to provide state aid review services until June 30, 2016 and authorizes the President of the Board of Education to execute same.

3. **RESOLVED**, that the Board of Education approves the attached agreement contract with The Center for Secondary Redesign (CSSR) to work with our five elementary focus schools David Paterson, Franklin, Front, Jackson main, and Jackson Annex as Outside Educational Experts (OEE). This effort is to comply with the regulations and rules of the New York State Education Department (NYSED) and authorizes the President of the Board of Education to execute same.

4. SPECIAL EDUCATION

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

FEBRUARY 2016

2/1, 2/2, 2/3, 2/8, 2/10, 2/11, 2/12, 2/22, 2/24, 2/25, 2/26, 2/29

MARCH 2016

3/1, 3/2, 3/3, 3/4, 3/7, 3/8, 3/9, 3/10, 3/11, 3/14, 3/15, 3/16, 3/17, 3/18, 3/21, 3/22, 3/23, 3/29, 3/30

5. **PERSONNEL (see attached pages #1-5)**

6. **MISCELLANEOUS – TRIPS**

WHEREAS, the Hempstead High School is planning an out of state overnight field trip to Six Flags Great Adventure in Jackson, New Jersey on June 10-11, 2016.

BE IT RESOLVED, that the Board of Education approves the Superintendent's recommendation to permit 200 students and 20 chaperones from the High School to go to Six Flags Great Adventure in Jackson, New Jersey on June 10-11, 2016. This is a senior class trip. All pertinent information is on file.

**MINUTES
APRIL 19, 2016**

PERSONNEL

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

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Nelson PULLED Magalie Nelson Eff. 04/07/16	Elementary Teacher Front School	Letter of resignation submitted for personal purposes.
Betty Ledee Eff. 07/01/16	Teaching Assistant Prospect 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>
Dienamarie Giaquinto Eff. 04/14/16 – 05/13/16	Art Teacher Jackson Main School	Letter requesting Medical Leave of Absence/FMLA, using accrued sick leave, remainder without pay. (Documentation on file; letter received on 02/26/16 in the Human Resources office)
Brendalon Staton Eff. 03/21/16 – 05/04/16	Social Studies Teacher High School	Letter requesting Medical Leave of Absence/FMLA, using accrued sick leave, remainder without pay. (Documentation on file; letter received on 03/21/16 in the Human Resources office)
Shonette Hercules Eff. 03/21/16 – 06/24/16	Special Education Teacher – David Paterson School	Letter requesting Maternity Leave/FMLA using accrued sick leave. (Documentation on file; letter received on 03/04/16 in the Human Resources office)

**MINUTES
APRIL 19, 2016**

Dawn Moore-Frazier Teaching Assistant
Eff. 03/21/16 – 06/24/16 High School

Letter requesting a Medical Leave of
Absence/FMLA without pay.
(Documentation on file, letter received
On 04/08/16 in Human Resources

C. RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPROVE the following GUIDANCE COUNSELORS at the High School (not to exceed 15 days each counselor) to work extra days effective June 27, 2016 – August 31, 2016 to allow for the High School to complete the necessary student programming for the upcoming school year:

<u>Name</u>	<u>Compensation</u>
Douglas Davis	1/200th of Contractual Salary
Latisa Graham	1/200th of Contractual Salary
Michael Higgins	1/200th of Contractual Salary
Susan McPhee	1/200th of Contractual Salary
Lymari Tattnal	1/200th of Contractual Salary
Raheem Isom	1/200th of Contractual Salary
Rachel Elias	1/200th of Contractual Salary
Vanessa Garcia	1/200th of Contractual Salary
Genevieve Florkowski	1/200th of Contractual Salary

D. APPOINTMENT(S) RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPOINT PER DIEM SUBSTITUTE TEACHERS for the 2015 - 2016 School Year:

<u>Name</u>	<u>Certification</u>	<u>Compensation</u>
Edward Doyle Eff. 04/20/16 – 06/24/16	English to Speakers of Other Languages (ESL)	All year \$125 per day
Jassoda Sugrim Eff. 04/20/16 – 06/24/16	Mathematics 7-12,	All year \$125 per day

E. RESOLVED, that upon the recommendation of the Superintendent of Schools, in resolution of a pending arbitration, the below named employees shall compensated as follows:

**MINUTES
APRIL 19, 2016**

<u>Name</u>	<u>Compensation</u>
Claire Prastil	\$1,567.68
Cheryl McCue	\$ 946.80

F. RESOLVED, that the Board of Education hereby accepts the arbitrators opinion and consent awards dated July 8, 2015 and October 24, 2015 and authorizes payment to the teachers as set forth on the attached list.

G. RESOLVED, that the Board of Education approves the Superintendent's recommendation to **APPOINT** the following professional personnel as **MENTORS** for the 2015 - 2016 school year (No more than two (2) mentees per mentor – not to exceed 38 hours per mentee):

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Juanita Winfield	Teacher Mentor	\$40.54 / hr
April Whitfield	Teacher Mentor	\$40.54 / hr
Elias Mestizo	Teacher Mentor	\$40.54 / hr
Daphne Ramirez	Teacher Mentor	\$40.54 / hr

STIPULATION OF SETTLEMENT

H. WHEREAS, the Superintendent of Schools, by Special Counsel for the District, has negotiated an agreement resolving certain administrative proceedings as between the District and Employee Number 1950 and

WHEREAS, the Board has concluded, based upon the recommendation of the Superintendent, that it is in the best interests of the District to resolve said administrative proceedings by means of the negotiated Settlement Agreement, which was executed by said Employee on April 8, 2016; be it

RESOLVED, that the Board hereby approves and adopts the Settlement Agreement, and with it the resolution of the administrative proceedings as between the District and said Employee, which Settlement Agreement shall be kept on file in the District's Office of Human Resources, pursuant to its terms and it is

FURTHER RESOLVED, that the Board hereby authorizes the Board President or authorized designee to execute the Settlement Agreement on behalf of the District.

**ITEM I MOVED TO EXECUTIVE SESSION
ITEM I INDEPENDEN ACTION ITEM**

**MINUTES
APRIL 19, 2016**

Trustee Touré moved, seconded by Trustee Simmons to approve the termination as indicated below.

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

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Kelvin Ortiz Eff. 04/19/16	Assistant Principal Franklin School	Expired certification
Saritha Perez Eff. 04/19/16	Assistant Principal Barack Obama School	Expired certification

MOTION	YES 3	MOTION CARRIED
To approve Terminations	NO 2 (Trustees Touré & Jackson)	

2. CIVIL SERVICE PERSONNEL

A. APPOINTMENT(S) – RESOLVED that the Board of Education approves the Superintendent’s recommendation to APPROVE the following APPOINTMENT(S):

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>
Ita Jackson Eff. 04/25/16	Typist Clerk – P/T, Sub Districtwide, \$14.62/hr	Expand substitute list. Services to be utilized by district as required.
Jahangir Khan Eff. 04/25/16	Typist Clerk – P/T, Sub Districtwide, \$14.62/hr	Expand substitute list. Services to be utilized by district as required.
Angelique White Eff. 04/25/16	Cleaner P/T, Sub Districtwide, \$12.00/hr	Expand substitute list. Services to be utilized by district as required.
Elijah Ryan Eff. 04/25/16	Cleaner P/T, Sub Districtwide, \$12.00/hr	Expand substitute list. Services to be utilized by district as required.

**MINUTES
APRIL 19, 2016**

B. LEAVE(S) OF ABSENCE – RESOLVED, that the Board of Education approves 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>
Roberta Johashen Eff. 03/11/16 – 06/01/16	Registered Professional School Nurse – HS	Letter requesting Medical LOA without pay. (Medical documentation on file. Letter received on 03/09/16 in the Human Resources Office)
Patricia Varner Eff. 04/04/16 – 04/16/16	Sr. Typist Clerk – HS	Letter requesting FMLA utilizing accrued sick days. (Medical documentation on file. Letter received on 04/1/16 in the Human Resources Office)

C. 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>
Wendy Rodriguez Eff. 04/22/16	School Lunch Monitor, P/T Jackson Annex	Abandonment of position

D. 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>
Lionel Ramirez Eff. 02/29/16	School Lunch Monitor – P/T	Never reported to work.

INDEPENDENT ACTION ITEM

Trustee Johnson moved, seconded by Trustee Simmons to approve the stipulation of settlement as written.

**MINUTES
APRIL 19, 2016**

ITEM E MOVED TO EXECUTIVE SESSION

STIPULATION OF SETTLEMENT

E. WHEREAS, at its Regular Meeting on May 21, 2015, the Board of Education ("Board") of the Hempstead Union Free School District ("District"), by resolution, approved the recommendation of the Superintendent of Schools ("Superintendent") to terminate the employment of Employee Number 1054, effective May 25, 2015; and

WHEREAS, the labor union representing Employee Number 1054 submitted a grievance, dated May 28, 2015, under the collective bargaining agreement between the District and the labor union ("CBA"), to the District, concerning the District's termination of the employment of Employee Number 1054; and

WHEREAS, the labor union, by letter, dated June 25, 2015, submitted said grievance to arbitration, under the CBA; and

WHEREAS, the Board has concluded that it is in the best interests of the District to resolve the grievance under the CBA, in lieu of proceeding through an arbitration before and an award by an Arbitrator; and

WHEREAS, the Board has considered the merits of the termination of employment and of the grievance, the likelihood of prevailing after an arbitration to be conducted pursuant to the CBA, and the multitude of possible resolutions that could follow from a final award by the Arbitrator; and

WHEREAS, the District endeavors to achieve an ultimate cost savings, including in terms of fees to the Arbitrator, and to avoid the necessity of proceeding through an arbitration, including the possibility of a final award after arbitration materially different from the resolution of the grievance that the District, on the one hand, and the labor union and Employee Number 1054, on the other hand, are mutually willing to accept; and

WHEREAS, Special Counsel for the District, with the input and guidance of the Superintendent, have negotiated a Settlement Agreement with the attorneys of record for the labor union, which Settlement Agreement was executed by Employee Number 1054 on January 8, 2016 and by the labor union on February 29, 2016; and

WHEREAS, upon the recommendation of the Superintendent, the Board believes the negotiated Settlement Agreement to be in the best interests of the District; be it

**MINUTES
APRIL 19, 2016**

RESOLVED, that the Board approves the Settlement Agreement, resolving the labor union's grievance concerning the termination of the employment of Employee Number 1054, including the labor union's withdrawal of the grievance and demand for arbitration, on its behalf and on behalf of Employee Number 1054, with prejudice, and it is

FURTHER RESOLVED, that the Board authorizes the Board President or authorized designee to execute the Settlement Agreement on behalf of the District.

MOTION	YES 5	MOTION CARRIED
To approve the Stipulation of Settlement		

Trustee Simmons moved, seconded by Trustee Johnson to reconvene to open session at 12:13 P.M.

MOTION	YES 5	MOTION CARRIED
To reconvene to open session		

HAND CARRY ITEMS APRIL 19, 2016

Trustee Touré moved, seconded by Trustee Jackson to accept the resignation of the facilities director.

1. **RESOLVED**, that the Board of Education hereby accepts the resignation of Matthew Lukaszewicz as NYS Director of Facilities II effective June 30, 2016. (This recommendation is submitted by Labor counsel, Mr. David Pearl, not the Superintendent of Schools, Susan Johnson).

MOTION	YES 3	MOTION CARRIED
To accept resignation of facilities director		
	NO 2 (Trustees Johnson & Simmons)	

Trustee Johnson moved, seconded by Trustee Jackson to approve rider to contract.

2. **BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education of the Hempstead UFSD hereby approves the Rider to the "Agreed Upon Services Contract" between the district and Paul Jason Mattis, Ph. D.-CN and Sarah G. Schaffer, Ph. D. Cushing Neuroscience Institute, North Shore LIJ Hospital executed on April 29, 2016 and authorizes the President of the Board to execute the same on behalf of the district.

**MINUTES
APRIL 19, 2016**

MOTION **YES 5** **MOTION CARRIED**
To approve rider
to contract

Trustee Johnson moved, seconded by Trustee Jackson to approve State- Wide Roofing for repairs to David Paterson School.

3. RESOLVED, that the Board of Education approves State-Wide Roofing to do emergency repairs to David Paterson School

MOTION **YES 5** **MOTION CARRIED**
To approve State- Wide Roofing

Trustee Touré moved, seconded by Trustee Jackson to adjourn the meeting at 12:21 A.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.

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BOCES

Board of Cooperative Educational Services

BALLOT FOR ADMINISTRATIVE OPERATIONS BUDGET

I, Patricia A Wright, district clerk of the Board of Education of the Hempstead School District, DO HEREBY certify that at the public meeting of said Board held on this 19 day of April 2016, a quorum being present, upon a motion duly made and seconded, and after opportunity for consideration and discussion, a majority of said Board cast votes for the candidates for the Board of Cooperative Educational Services of Nassau County whose names are marked with an "X" on the ballot form hereinabove attached, and I DO HEREBY CERTIFY that at said public meeting, a majority of said Board adopted the following resolution:

WHEREAS, the Board of Cooperative Educational Services of Nassau County (hereinafter "Nassau BOCES") has proposed and presented its Proposed Administrative Operations Budget for the 2016/17 school year (July 1, 2016 through June 30, 2017); now therefore

FORM A

BE IT RESOLVED, that the Nassau BOCES Proposed Administrative Operations Budget for the 2016/17 school year in the amount of twenty million, seven hundred eighty-nine thousand, two hundred forty eight dollars (\$20,789,248) be, and hereby is,



APPROVED by this Board

FORM B

BE IT RESOLVED, that the Nassau BOCES Proposed Administrative Operations Budget for the 2016/17 school year in the amount of twenty million, seven hundred eighty-nine thousand, two hundred forty eight dollars (\$20,789,248) be, and hereby is,



DISAPPROVED by this Board

The District Clerk is instructed to check the appropriate box appearing next to one of the above resolutions to reflect the action taken by the Board, then sign below before mailing the ballot and certificate to Nassau BOCES.

IN WITNESS WHEREOF, I have signed this certificate as District Clerk of the Board, and affixed the Seal of the School District hereto on this 20 day of April, 2016.


District Clerk

School District Seal



BALLOT FOR ELECTION OF BOARD TRUSTEES

Name of School District: Hempstead UFSD

Candidates are listed in alphabetical order, with their addresses and school districts of residence.

(Note: When candidates reside in a Central High School District, all nominating districts within that Central High School District are considered to be "districts of residence.") Place an "X" next to the names of the candidates for whom a vote has been cast. (Please note: Boards cannot cast votes for more than three candidates and no more than one vote for any one candidate.)

1. Ronald Ellerbe
160 Wallace Street
Freeport, NY 11520
Freeport UFSD

X

2. Fran N. Langsner
253 Aspen Court
Wantagh, NY 11793
Wantagh UFSD

X

3. Laura Pierce
24 Cedar Road
Westbury, NY 11590
Westbury UFSD

4. Robert "B.A." Schoen
969 Hayes Street
Baldwin, NY 11510
Baldwin UFSD

X

School District Seal

Date 4-19-16

District Clerk