

AGENDA



**BOARD OF EDUCATION**

**June 6, 2024**

**7:30 p.m.**

**West Islip High School  
One Lions Path**

**Submitted by:  
Dr. Paul Romanelli  
*Superintendent of Schools***

**A G E N D A**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**June 6, 2024**  
**REVISED**

*West Islip High School*

*West Islip, New York*

- I. **CALL TO ORDER**
- II. **QUORUM COUNT**
- III. **ANNOUNCEMENTS**
  - A) Student Representative Report
  - B) Partnership with Submarine Industrial Base
  - C) Achievement Award ~ Leadership Development Training
- IV. **DISCUSSION**
  - A) School Safety
  - B) NYSED Board of Regents proposal ~ mixed competition in Athletics
- V. **APPROVAL OF MINUTES:**

A motion is needed to approve the minutes of the May 21, 2024 Planning Session.
- VI. **RECOGNITION**
  - A) Class of 2024 Top Academic Leaders  
Aneliese Ammirata, Emerson Ammirata, Bakurie Bekteshi, Danielle Bodner, Angelo Cristadoro, Jake Guttman, Julia Kennedy, Tadhg O’Sullivan-Bakshi, Katherine Pokorney, Daniel Von Thaden
  - B) Leadership and Initiative Award ~ West Islip Flag Football ~ Ashlyn Murphy
  - C) Suffolk Zone Award Winners

West Islip High School	Chris Piropato and Carley Squeglia
Beach Street Middle School	Riley Scavo and Rosie Scavo
Udall Road Middle School	Nate Blind and Leah Tussie
Bayview Elementary	Khloc McAleavey and Andrew Mercante
Paul J. Bellew Elementary	Jordan Harrington, Mason Monteserrato and Amelia Zolciak
Manetuck Elementary	Quinn Garcia and Tess Hogan
Oquenock Elementary	Braelyn Barr and Lucas Dunbar
  - D) Virtual Enterprise 2024 Award Recognitions
- VII. **INVITATION TO PUBLIC** - *The public is invited to speak on any agenda item. Community members will be recognized from the signature cards {name and contact information required}. This will be limited to 20 minutes in total and will continue only as long as it is conducted in an orderly fashion. Signature cards must be submitted at the opening of the meeting. Each person or representative of a group will be limited to three minutes.*
- VIII. **PERSONNEL**
- IX. **CURRICULUM UPDATE**
- X. **REPORT OF BOARD COMMITTEES**
  - A) Policy Committee {6/4/2024}

<i>Third Reading</i>	Series 2000	School Board Governance & Operations
<i>First Reading</i>	Series 1000	Community Relations
  - B) Education Committee {6/4/2024}
  - C) Finance Committee {6/4/2024}
  - D) Special Education Committee {6/5/2024}

**XI. BUSINESS ITEMS**

- A) Approval of Budget Transfers
- B) Approval of Contracts 2024-2025
  - 1. Fitzgerald's Driving School, Inc.
- C) Approval of Surplus
  - 1. 2-Tier Warming Unit ~ West Islip High School
- D) Approval of Donations
  - 1. Approval of Resolution re:  
Scholarship Donation from Suffolk Association of School Business Officials \$500.00 → WIHS
  - 2. Approval of Resolution re:  
Scholarship Donation from Suffolk Transportation Service, Inc. \$3,000.00 → WIHS

**XII. PRESIDENT'S REPORT**

- A) Approval of the results of the Annual District Meeting held on May 21, 2024
- B) Approval of WITA Memorandum of Agreement re: Board Certified Behavior Analyst Teacher
- C) Approval of WITA Memorandum of Agreement re: Teacher Personal Days
- D) Approval of resolution re: the Board of Education approves the recommendations of the Special Education Committee of students as listed in the District's backup and authorizes the District to arrange for appropriate services
- E) **Approval of resolution re: the West Islip UFSD Board of Education nominates Catherine Romano for Area 12 Director of the New York State School Board Association**

**XIII. SUPERINTENDENT'S REPORT**

**XIV. NOTICES/REMINDERS**

**XV. OTHER ITEMS FOR BOARD MEMBERS INFORMATION**

**XVI. INVITATION TO PUBLIC** – *The public, at this time, is invited to bring before the Board any questions/concerns. Community members will be recognized from the signature cards {name and contact information required}. This will be limited to 20 minutes in total and will continue only as long as it is conducted in an orderly fashion. Signature cards must be submitted by the time the first speaker is called to the podium. Each person or representative of a group will be limited to three minutes.*

**XVII. EXECUTIVE SESSION** – *After a ten-minute break, the Board of Education will adjourn to discuss personnel, negotiations, and litigation. At the conclusion of Executive Session, the Board will reconvene to public session to consider any items for which a vote is required.*

**XVIII CLOSING** - Adjournment

**PLANNING SESSION  
MEETING OF THE BOARD OF EDUCATION  
May 21, 2024 – High School**

AGENDA ITEM V.  
MINUTES  
RM 6/6/2024

PRESENT: Mr. Tussie, Mr. Antonello, Mr. McCann, Mrs. Brown, Mrs. Kelly, Mrs. Marks

ABSENT: Quinn Bedell

ADMINISTRATORS: Dr. Romanelli, Mrs. Pellati, Mrs. Morrison, Mr. Cameron

ABSENT: None

ATTORNEY: None

---

Meeting called to order at 7:30 p.m. followed by the Pledge.

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve the minutes of the April 11, 2024 Special Meeting.

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve the minutes of the May 9, 2024 Regular Meeting.

**PERSONNEL:**

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve the personnel consent agenda T-1, T-2, T-3, CL-1, CL-2 and Other as listed below:

**TEACHERS**

**T-1            LEAVE OF ABSENCE (unpaid)**

Shanan Mauro, Health  
Effective August 30, 2024 through November 7, 2024  
(Beach, Paul J Bellew and Bayview)

**T-2            CHILD-REARING LEAVE OF ABSENCE (unpaid)**

Elizabeth Daddi, World Languages  
Effective August 30, 2024 through June 30, 2025  
(High School)

**T-3            RESIGNATION**

Amanda Felix-Milks, Special Education  
Effective July 1, 2024  
(Oquenock)

**CIVIL SERVICE**

**CL-1            PROBATIONARY APPOINTMENT**

Elizabeth Hughes, School Nurse  
Effective August 30, 2024  
(Bridges Academy; Step 2; replacing Jean Dunau {resigned})

**CL-2            RESIGNATION**

Khaleda Gousuzzaman, Part-Time Food Service Worker  
Effective May 16, 2024  
(Udall)

Su Jordan, Health Aide  
Effective May 28, 2024  
(Udall)

**OTHER**

**AMENDED ENRICHMENT INSTRUCTORS SPRING 2024** effective March 2, 2024  
(change in rate from \$400 per session to \$408 per session for instructors shown below)

Danielle Dischley (Got Science I & II)  
Justin DeMaio (LEGOS 1 & 2)  
Matilda Duthie (Cooking in Italy I & II)  
Michelle Edgley (Soak and Scrub 1 & 2)  
Katie Keller (Coding 1 & 2)  
Ashley Caputo (Let's Get Artsy! 1 & 2)

**ENRICHMENT INSTRUCTORS SUMMER 2024** (\$408 per session)

Grace Delaney, (Baking Fun with Krispies I & II)  
Danielle Dischley (Got Science I & II)  
Pamela Gaffney (Coding I & II)  
Kimberly Kennedy (LEGOS I & II)  
Sophia Stokkeland (Watercolor Adventures I & II)  
Joyce Ronayne (Sunsational Summer No-Bake Treats I & II)  
Bobby Watts (Piano session I) and (Guitar session II)

**SUBSTITUTE TEACHER** (\$130 per diem)

\*Dalton Cozzetti, effective May 22, 2024

*\*Conditional pending fingerprinting clearance*

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve Surplus: Miscellaneous library books ~ Udall Road Middle School and Freezer ~ West Islip High School.

Policy Committee (4/11/24)

1. A Second Reading took place on Series 2000 – School Board Governance & Operations
2. A Second Reading took place on Policy No. 7315 – Students Personnel Electronic Devices

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve Series 2000 – School Board Governance & Operations and Policy No. 7315 – Students Personnel Electronic Devices.

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve Hawkins Delafield & Wood, LLP Engagement Letter re: Arbitrage Rebate and Yield Restriction Compliance Services.

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve Eastern Suffolk BOCES Contract for Cooperative Educational Service 2024-2025.

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve Resolution (A) – BOCES Joint Municipal Cooperative Bidding Program 2024-2025.

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve Capital Market Advisors, LLC – Financial Advisory Services Agreement 20242025.

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve Stipulation of Settlement and Release – Student A.

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to adjourn to executive session at 7:37 p.m. for the purpose of discussing personnel, negotiations, and/or litigation.

Meeting reconvened at 8:14 p.m. on motion by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor.

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to adjourn to Super- Executive session at 8:14 p.m.

Meeting reconvened at 8:15 p.m. on motion by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor.

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve resolution re: Don Lettieri as District Lead Guard.

### RESOLUTION

*Be it Resolved, that the Board of Education of the West Islip School District approves the revisions to the hours and assignment of Don Lettieri as District Lead Guard. Be it further resolved, that the Superintendent of Schools is hereby authorized to take all necessary actions to implement this resolution.*

Meeting adjourned 8:15 p.m. on motion by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor.

Respectfully submitted,



Mary Hock  
District Clerk

All correspondence, reports or related materials referred to in these minutes are on file in the District Office.

DRAFT

**PERSONNEL**

Consider recommendations of the Superintendent of Schools on the following items:

**TEACHERS**

**T-1                    TENURE APPOINTMENT**

Gina Castaldo, Elementary  
Effective August 31, 2024

Anna Domingo, World Languages  
Effective August 31, 2024

Michael McCabe, Psychologist  
Effective August 31, 2024

Kaitlyn Crowley, Speech  
Effective September 1, 2024

Denise Lamattina, Library Sciences  
Effective September 1, 2024

Kerry Rivera, Social Worker  
Effective September 1, 2024

**T-2                    LEAVE OF ABSENCE (unpaid)  
(Pursuant to the Family Medical Leave Act of 1993-  
12-week continuous medical coverage)**

Kathleen Albreetsen, School Counselor  
Effective May 13, 2024 through June 30, 2024  
(Beach)

**CIVIL SERVICE**

**CL-1                    EXCESSED**

Terri Brett, Paraprofessional  
Effective June 27, 2024  
(Paul J. Bellew)

Pyper Ahrens, Paraprofessional  
Effective June 27, 2024  
(Manetuck)

Sabina Collins, Paraprofessional  
Effective June 27, 2024  
(Manetuck)

Rosemarie Maggio, Paraprofessional  
Effective June 27, 2024  
(Beach Street)



**CIVIL SERVICE**

**CL-1**

**EXCESSED, continued**

Wendy Parks, Paraprofessional  
Effective June 27, 2024  
(High School)

Erin Scileppi, Paraprofessional  
Effective June 27, 2024  
(Beach Street)

Kailey Gross, Paraprofessional  
Effective June 27, 2024  
(Paul J. Bellew)

Judy Abtey, Paraprofessional  
Effective June 27, 2024  
(Paul J. Bellew)

Virginia Gomez, Paraprofessional  
Effective June 27, 2024  
(Udall)

Scarlette Sanchez, Paraprofessional  
Effective June 27, 2024  
(Paul J. Bellew)

Stacy Spisak, Paraprofessional  
Effective June 27, 2024  
(Udall)

Nicole Jones, Paraprofessional  
Effective June 27, 2024  
(Paul J. Bellew)

Angelina Archer, Paraprofessional  
Effective June 27, 2024  
(Udall)

Jennifer Ulrich, Paraprofessional  
Effective June 27, 2024  
(Manetuck)

Christina Chiarelli, Paraprofessional  
Effective June 27, 2024  
(Oquenock)

Lissette Rodriguez, Paraprofessional  
Effective June 27, 2024  
(Beach Street)

Kayla DiMino, Paraprofessional  
Effective June 27, 2024  
(Beach Street)

**CIVIL SERVICE**

**CL-1            EXCESSED, continued**

Melissa Schafer, Paraprofessional  
Effective June 27, 2024  
(Paul J. Bellew)

Kiersten Comer, Paraprofessional  
Effective June 27, 2024  
(Paul J. Bellew)

**OTHER**

**ADULT EDUCATION 2024-2025**

Kevin Murphy, Director (\$4,418/semester)

**ENRICHMENT 2024-2025**

John Ruggerio, Director (\$1,962/semester)

**ALTERNATIVE SCHOOL 2024-2025**

Daniel Marquardt, Co-Coordinator (\$25,016 per year)  
John Mullins, Co-Coordinator (\$25,016 per year)

**DEAN 2024-2025**

Richard Ippoliti, High School

**NEW TEACHER PROGRAM COORDINATOR 2024-2025**

Donna Flynn, Co-Coordinator (\$2,861 per year)  
Lauren Lay, Co-Coordinator (\$2,861 per year)

**PSAT/SAT/SSD/ACT COORDINATOR 2024-2025**

Justin Arini, Coordinator (\$2,822 per semester)

**SUMMER INVESTIGATIONS PROGRAM 2024-2025**

Jeannine DiMaio, Aide

**SPECIAL EDUCATION – ESY RELATED SERVICE PROVIDERS  
SUMMER 2024**

**Consultant Teachers**

Erin Meade  
Jillian Ruffo

Danielle Sadusky  
Maureen U Sanchez

**Classroom Teachers**

Gina Capanelli  
Kasey Connelly  
Christie Cusanelli

Megan Rooney  
Lindsay Simonton (Sub)  
Marissa Villani

**Speech Therapists**

Katherine Bayern  
Kathleen Finn

**BCBA**

Theresa Mercado

OTHER, continued

Aides

Judy Abtey  
Christine Antippas  
Margaret Barth  
Florence Burns  
Sabina Collins  
Cathleen Cronin  
Patti DiMino

Taylor Dundon  
Annemarie Flynn  
Jennifer Held  
Cortney Kuzmiak  
Catherine Lamotte  
Rose Maggio  
Tara Miller

Amanda Nielsen  
Marianna Pascarella  
Jean Pozzini  
Annette Rossi  
Erin Scileppi  
Kathleen Slayback  
Michele Varley

Substitute Aide

Theresa Gabriele

Nurses

Karen Arigoni (Sub)  
Sharon Kerrigan

SUMMER INVESTIGATIONS PROGRAM 2024

Teachers

Kristen Amoia  
Tim Bauernfeind  
Danielle Blaise  
Michelle Bonkov  
Lisa Brush  
Olivia Capitano  
Ashley Caputo

Gianna Covello  
Kayla Covello  
Tammy Dragelin  
Danielle Ferruggiari  
Paige Fogarty  
Paige Gillespie  
Mollie Healey

Annmarie Katzer  
Jade Lawrence  
Andrea Miller  
Sara Pollack  
Jordan Slobodow

ENL Service Provider

Katrina Bausch

( ) Required  
(X) Local  
(X) Notice

## BOARD OPERATIONAL GOALS

The Board of Education, as a legally constituted body of elected representatives, bears the responsibility of setting policy for the school district. The Board acts in accordance with authority and responsibility vested in it by federal and state laws, rules, and regulations on behalf of the district's citizens.

In order to ensure that its educational programs provide all students with a high-quality education, the Board will review and adopt goals on a regular basis. The Board hereby establishes as its goals:

### I. GOVERNANCE

#### OBJECTIVES:

- Update policies and protocols as required by law and Commissioner's Regulations;
- Provide first-year Board trustees with mentorship, including information and training related to the business, finance and advocacy functions of the school district;
- Create a fiscally responsible and efficient budget that maintains and enhances the integrity of all programs in a manner that is sensitive to the financial constraints of stakeholders;
- Respond to school safety and security-related matters as prescribed by federal, state and local requirements;
- to employ a Superintendent of Schools capable of ensuring that the district maintains its position as an outstanding school system, and that school personnel carry out the policies of the Board with energy and dedication;
- to provide leadership in order that goals and objectives of the district, as set forth by the Board, can be effectively carried out. Board action should be confined to policy-making, planning and appraisal with the Board delegating authority to the Superintendent for the implementation of policies; and
- to evaluate the Board's performance in relation to these goals, and to establish and clarify policies based upon the results of such evaluation.

### II. COMMUNITY

#### OBJECTIVES:

- Partner with community groups and stakeholders to support and enhance school programs;
- Utilize the District website, Facebook page and other social media to celebrate the accomplishments of students and staff;
- Continue to promote equity, diversity, and inclusiveness in the school environment by offering learning experiences and activities that embrace all students and foster respect and compassion for all; and
- Host Parent Academy events to educate the community on programs and supports available throughout the district.

### III. INSTRUCTIONAL PROGRAM

#### OBJECTIVES:

- Provide ongoing professional development in the area of (1) foundational literacy acquisition, with a focus on structured, explicit and multi-sensory methods; and (2) identification of students who may benefit from this approach;

## West Islip

- Review curriculum and programs (K-12) to ensure a rigorous academic environment focused on developing the skills, knowledge, habits and attitudes that students need to be successful in their future;
- Embed strategies within our instructional program to help students develop proactive methods for supporting their own mental health and wellness;
- Expand standards-based grading practices at our elementary schools to best provide feedback about learning and academic progress;
- Continue to strengthen our Tier 1 instructional practices to help students achieve optimal learning outcomes;
- Explore alternatives to the traditional assessment model by incorporating performance based opportunities for students to demonstrate mastery of their learning;
- Further develop our West Islip Profile of a Graduate by defining each of the attributes and the instructional implications at each grade level;
- Utilize data to guide instructional decisions and help all students reach their anticipated growth targets; and
- Incorporate relevant and meaningful learning experiences at the local and global level through industry partnerships, skill based programs and experiential travel opportunities.

## IV FACILITIES

### Objectives:

- Evaluate district needs and identify priority items to fund through the District's reserves; and
- Continue to focus on and implement school safety measures that meet all recommended security standards.

## V. TECHNOLOGY

### Objectives:

- Implement the District's technology plan to ensure a strategic vision, goals and actions that support student achievement and engagement through the seamless integration of technology into teaching and learning;
- Provide access to relevant and rigorous professional development to ensure educators and leaders are proficient in the integration of learning technologies; and
- Provide learning opportunities for parents in the use of district technology and applications.

## Adoption date:

( ) Required  
 (X) Local  
 (X) Notice

### SCHOOL BOARD LEGAL STATUS

The Board of Education is a seven-member Board elected by district residents. Each member of the Board serves for three years. The terms of office of Board members shall not all expire in the same year. Three members are elected in years whose number designations (i.e. 1986) are divisible by 3; two members are elected in other years.

Board members are responsible for school district management and policy-making.

The legal status of the Board is that of a corporate body established pursuant to the laws of New York State. Any liability of the district is a liability of the Board of Education as a corporation and not that of the members of the Board as individuals.

Members of the Board of Education have legal authority for the conduct of the district schools only when acting as a body in a properly convened session. Board members acting as individuals have no authority over personnel or school affairs. This defense and indemnification is subject to the definitions, limitations, qualifications, terms, conditions and intent of Section 18 of the Public Officers Law.

The Board will not be bound in any way by any individual's statement or action unless the Board, through an adopted policy or by a majority vote of Board membership, has delegated this authority to the individual member.

The Board is entrusted with the responsibility of developing policies under which the district is managed. In addition, the Board has all the powers and duties stated in the Education Law and other applicable New York State law.

Complete and final authority on all district educational matters, except as restricted by law, will be vested in the Board.

**Ref: Education Law §§1604; 1604-a; 1701; 1702; 1703; 1708; 1709; 1710  
 1804(1); 2101(2); 2105  
 Section 18 of the Public Officers Law**

**Adoption date:**

- ( ) Required
- ( ) Local
- (X) Notice

**SCHOOL BOARD ELECTIONS**

The elections of members of the Board of Education shall be held on the third Tuesday in May, unless due to a conflict with religious observance, the Board requests that the Commissioner approve changing the election date to the second Tuesday in May. The request is due to the Commissioner by March 1<sup>st</sup>. The polls shall be open for those hours designated by the district. The following items shall be voted upon:

1. the annual budget,
2. any vacancies on the Board of Education, and
3. any special propositions that have been properly presented.

Candidates for office shall be nominated by a petition directed to the district clerk which is signed by at least twenty-five (25) qualified voters of the district or by two (2) percent of the number of voters in the previous annual election, whichever is greater.

Electioneering during the hours of any vote is prohibited within the polling place or within 100 feet of any such polling place. Electioneering includes the display or distribution of any banner, poster, placard, button, or flyer, on behalf of or in opposition to any candidate or issue to be voted upon.

Cross-ref: 1050, Annual Election and Budget Vote  
1500, Public Use of School Facilities

Ref: Education Law §§2002; 2012; 2014; 2018; 2018-a; 2019-a; 2031; 2031-a; 2035  
*Appeal of Giuliano*, 37 EDR 572 (1998)  
*Appeal of Fitzpatrick*, 30 EDR 124 (1990)  
*Appeal of Heidbrink*, 29 EDR 192 (1989)  
*Appeal of Gasparini*, 23 EDR 25 (1983)

Adoption date:

- ( ) Required
- ( ) Local
- (X) Notice

## **CANDIDATES AND CAMPAIGNING**

### **Nominations**

Candidates for the office of member of the Board of Education shall be nominated by petition. Such petition shall be directed to the District Clerk, shall contain the signatures and addresses of at least 25 qualified voters of the district or two percent of the voters who voted in the previous election, whichever is greater, and shall state the name and residence of the candidate. Each petition shall be filed with the District Clerk not later than 30 days preceding the Annual Meeting and Election at which the candidates so nominated are to be elected.

The District Clerk will supervise the procedure used to establish the order of names on the ballot. The Board may reject nominations if the candidate is ineligible or has declared an unwillingness to serve.

### **Reporting Expenditures**

If a candidate's campaign expenditures exceed \$500, the candidate must file a sworn statement with both the district clerk and the Commissioner of Education itemizing their expenditures and contributions received. The statement must list the amounts of all money or other valuable things paid, given, expended or promised by the candidate, or incurred for or on the candidate's behalf with his or her approval.

A candidate who spends \$500 or less is only required to file a sworn statement with the district clerk indicating this to be the case. No other campaign expenditure statement is required.

No person(s) shall make expenditures on behalf of a candidate without their approval, unless said person has filed a sworn statement with the District Clerk and the Commissioner of Education stating that the candidate did not approve such expenditure. The expenditure must be limited to \$25 and is not included in calculating the \$500 candidate expenditure.

An initial statement must be filed at least 30 days before the election, a second statement must be filed on or before the fifth (5<sup>th</sup>) day preceding the election and a final statement must be filed within 20 days after the election.

### **Electioneering**

Electioneering during the hours of any vote is prohibited within the polling place or within 100 feet of any such polling place. Electioneering includes the display or distribution of any banner, poster, placard, button, or flyer, on behalf of or in opposition to any candidate or issue to be voted upon.

**Cross-ref: 1050, Annual District Election and Budget Vote  
6120, Budget Hearing**

**Ref: Education Law §§1528; 1529; 2018; 2031-a**

**Adoption date:**



Required  
 Local  
 Notice

## VOTING PROCEDURES

### Eligibility to Vote

A person shall be entitled to vote in any school district election and in all matters placed upon the official ballot, if such person is:

1. a citizen of the United States;
2. at least 18 years of age;
3. a resident within the school district for a period of 30 days next preceding the meeting or election at which such person offers to vote;
4. qualified to register or is registered to vote in accord with section 5-106 of the Election Law which excludes:
  - a. convicted felons sentenced to a period of imprisonment for such felony;
  - b. felons convicted in a Federal Court, of a felony, crime, or offense which would constitute a felony in New York State, and who was sentenced to a period of imprisonment for such felony;
  - c. felons convicted in another state for a crime of offense which would constitute a felony in New York, and who were sentenced to a period of imprisonment for such felony;
  - d. persons adjudged incompetent by a court

*The above provisions shall not apply if the individual is not sentenced to death or imprisonment or if the imprisonment is suspended.*

Challenges to voters believed unqualified to vote may be undertaken pursuant to Education Law provisions. Challenges may be received by the District Clerk or an individual designated by the Board of Education. Each annual or special election or meeting shall have a presiding chairman appointed by the Board. Such chairman shall have the responsibility of properly handling any challenges to the qualification of any voter.

### Voting

Voting machines shall be used for recording the votes on all elections, budget votes, and votes on special propositions. The only exception to the use of voting machines shall be a situation where the machines are unavailable due to mechanical failure or state or local law prohibiting their use. If this should arise, paper ballots will be used.

## West Islip

Each voting machine shall have at least three election inspectors appointed by the Board in attendance during all voting hours. It shall be the duty of the District Clerk and assistant clerk or clerks to keep a poll list containing the name and legal residence of each person before such person is permitted to vote.

Election inspectors shall not advise or induce such voter to vote on any proposition or candidate, and if the election inspector were to learn how the individual voted, the election inspector shall never reveal the vote(s) recorded to any other person at any time.

Write-in ballot slots are required. Ballots containing the names of nominated candidates will be provided by the Board. There will be as many write-in slots as there are vacancies at the time of election.

The writing in of a name in the blank space so provided, will sufficiently indicate a vote. The district cannot require a voter to place any other mark beside the name of a write-in candidate.

## Absentee Ballots

The Board provides for the use of absentee ballots for voting. Such ballots shall be available for the election of members of the Board of Education, the adoption of the school district budget, and on questions and propositions submitted to the voters of the district. The application must be received by the District Clerk at least seven days prior to the election, if the ballot is to be mailed to the voter; or the application must be received by the day before the election, if the ballot is to be personally delivered. The application must be completed and returned, and the individual must verify therein that he/she meets all voting requirements, and explain the reason for his/her inability to appear in person to vote.

In particular, the individual must explain that he/she will be unable to appear to vote in person on the day of the school district election because:

1. he/she will be unable to appear personally at the polling place on such day because of illness or physical disability or duties related to the primary care of one or more individuals who are ill or physically disabled;
2. an inmate or patient of a veteran's administration hospital;
3. he/she will be absent from their county of residence on such day; or
4. he/she will be detained in jail awaiting action by a grand jury; awaiting trial; or is confined in prison after conviction for an offense other than a felony.

The district shall request registration lists from the Board of Elections for those voters whose registration record has been marked "permanently disabled" and shall automatically mail absentee ballots to such voters in advance of each district vote or election.

## Early Mail Ballots

The Board provides for the use of early mail ballots for voting. Such ballots shall be available for the election of members of the Board of Education, the adoption of the school district budget, and on questions and propositions submitted to the voters of the district. The application must be received by the District Clerk at least seven days prior to the election, if the ballot is to be mailed to the voter; or the application must be received by the day before the election, if the ballot is to be personally delivered. The application must be completed and returned, and the individual must verify therein that he/she meets all voting requirements.

West Islip

Ref: Education Law §§2012; 2014; 2015; 2018; 2018-a; 2018-b; 2018-c; 2018-e; 2019;  
2019-a; 2020; 2025; 2032(2)(e); 2035; 2037; 2603; 2607; 2610; 2613  
Election Law §§3-224; 5-106; 5-612; 5-400  
*Matter of Rodriguez*, 31 EDR 471 (1992)  
*Matter of Gresty*, 31 EDR 90 (1991)  
*Matter of Ferro*, 25 EDR 175 (1985)  
*Matter of Manno and Maloney*, 23 EDR 172 (1983)  
*Matter of Yost*, 21 EDR 140 (1981)  
*Matter of Alpert and Helmer*, 20 EDR 281 (1980)  
*Matter of Reigler and Barton*, 16 EDR 256 (1977)

**Adoption date:**

- ( ) Required
- ( ) Local
- (X) Notice

**BOARD MEMBER QUALIFICATIONS**

The qualifications of a member of the West Islip Union Free School District Board of Education are that the individual:

1. must be able to read and write;
2. must be a qualified voter of the district; that is, a citizen of the United States, at least 18 years of age or older, and not adjudged to be an incompetent;  
(Note: a convicted felon is barred from running for a seat on a board of education if his or her maximum prison sentence has not expired or if he or she has not been pardoned or discharged from parole)
3. must be and have been a resident of the school district for at least one year prior to election;
4. may not have been removed from any school district office within the preceding year;
5. may not reside with another member of the same school board as a member of the same family;
6. may not be a current employee of the school district; and
7. may not simultaneously hold another incompatible public office.

**Ref:** Education Law §§2102; 2103; 2502(7)  
Election Law §5-106(2)-(4), (6)  
*Rosentock v. Scaringe*, 40 N.Y.2d 563 (1976)  
*Matter of Schoch*, 21 EDR 300 (1981)

**Adoption date:**

Required  
 Local  
 Notice

## **BOARD MEMBER RESIGNATION AND REMOVAL FROM OFFICE**

### **Resignation**

A member of the Board of Education may resign his/her office by filing his/her resignation with the District Clerk. The resignation shall become effective on the date specified, if no date is specified, the resignation will become effective immediately upon delivery to the District Clerk. In no event shall the effective date be more than 30 days after its proper filing.

### **Removal from Office**

A member of the Board of Education may be removed from office for willful violation or neglect of duty, or for willfully disobeying any decision, order or regulation of the Commissioner of Education. Notice of the charge and an opportunity for defense shall be provided. Official misconduct may be grounds for removal by the Board after a hearing.

A vacancy on the Board may also be declared if it is clearly established that a member has failed to attend three consecutive meetings without a good and valid excuse or if a member has changed his/her legal residence from that of the school district.

A Board member who has been removed from office is ineligible to be appointed or be elected to any office in the District for one year from the date of removal.

### **Filling Vacancies**

The Board of Education has the power to fill any vacancy, by a majority vote, which may occur on the Board by reason of death, resignation, removal from office or from the school district, or refusal to serve, of any member or officer of the Board. The person so appointed in the place of any such member of the Board shall hold his/her office until the next regular school district election. The unexpired term of the office will then be filled by election.

The Board shall have the power to call a special school district election for the purpose of filling the unexpired term of office of a member of the Board.

**Ref: Education Law §§306; 1709; 2103; 2109, 2111, 2113  
Public Officers Law §31**

**Adoption date:**

**(X) Required****( ) Local****( ) Notice**

### **SCHOOL DISTRICT OFFICER AND EMPLOYEE CODE OF ETHICS**

The Board of Education is committed to avoiding any situation in which the existence of conflicting interests of any Board member, officer or employee may call into question the integrity of the management or operation of the District. The Board recognizes that sound, ethical standards of conduct serve to increase the effectiveness of district officers and staff as educators and public employees in the community. Adherence to a code of ethics promotes public confidence in the schools and furthers the attainment of district goals.

The Board also recognizes its obligation to adopt a code of ethics setting forth the standards of conduct required of all Board members, district officers and employees under the provisions of the General Municipal Law. Therefore, every Board member, officer and employee of the district, whether paid or unpaid, shall adhere to the following code of ethics.

The District Clerk will be responsible for ensuring that all Board Members sign a statement acknowledging the "Code of Ethics" at the Annual Organizational Meeting.

#### **Statutory Conflicts of Interest**

It is a conflict of interest for a Board member, officer or employee to benefit personally from contracts made in their official capacity.

- "Officer" is an officer of the School District whether elected or appointed, whether paid or unpaid.
- "Employee" is any persons directly employed and compensated by the School District.  
     "Contract" is defined broadly to include any claim or demand against the district or account or agreement with the district, whether expressed or implied, which exceeds the sum of \$750.00 in any fiscal year. An "interest" is defined as a direct or indirect benefit that runs to the employee as a result of a contract with the district.

No Board member, officer or employee shall have an "*interest*" (i.e., receive a direct or indirect benefit as the result of a contract with the district) in:

1. a firm, partnership or association in which he/she is a member or employee;
2. a corporation in which he/she is an officer, director or employee;
3. a corporation in which he/she, directly or indirectly, owns or controls 5% or more of the stock;
4. a contract between the district and his/her spouse, minor child or dependents, except for an employment contract between the school district, a spouse, minor child or dependent of a Board member authorized by §800(3) of the General Municipal Law or §3016 of the Education Law.

1. Gifts: A Board member, officer or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could

## West Islip

reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.

However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

2. **Confidential information:** A Board member, officer or employee shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. Confidential information, as used in this Section 2, includes but is not limited to (1) matters discussed in a properly convened executive session; (2) any information marked as confidential; and (3) any information that is considered confidential by law. However, the Board, acting as a whole, may decide to disclose such information where disclosure is not prohibited under the law. Additionally, disclosure of such information is not prohibited where it is warranted to appropriate law enforcement entities for investigation and possible action, or where a board member is compelled to reveal the information in a court case.
3. **Representation before the Board or District:** A Board member, officer or employee shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the school district.
4. **Disclosure of interest in matters before the Board:** A Board member, officer or employee of the district, whether paid or unpaid, must publicly disclose the nature and extent of any interest they or their spouse have, will have or later acquire in any actual or proposed contract, purchase agreement, lease agreement or other agreement involving the school district (including oral agreements), to the governing body and his/her immediate supervisor (where applicable) even if it is not a prohibited interest under applicable law. Such disclosure must be in writing and made part of the official record of the school district. Disclosure is not required in the case of an interest that is exempted under Section 803(2) of the General Municipal Law. The term "interest" means a pecuniary or material benefit accruing to an officer or employee.
5. **Investments in conflict with official duties:** A Board member, officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties. Subject to the exceptions to the conflict of interest law described in Section 802 of the General Municipal Law (see 2160-E.1).
6. **Private employment:** A Board member, officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
7. **Future employment:** A Board member, officer or employee shall not, after the termination of service or employment with the district, appear before the Board in relation to any action, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration.
8. **Involvement with Charitable Organizations:** A Board member, officer or employee may be involved as a volunteer, officer or employee in a charitable organization which has a relationship with the district. If a Board member is a board member, officer or employee of the charitable organization the Board member must disclose such relationship in writing to the district, and the Board member must recuse

## West Islip

himself or herself from any discussions or votes relating to the charitable organization which may come before the Board. When participating in the activities of the charitable organization, the Board member, officer or employee shall not disclose any confidential information learned in the course of his or her official duties or use such information to further personal interests.

Additionally, the Board member, officer or employee shall not make representations on behalf of the district unless specifically authorized to do so by the Board.

9. Procurements with Federal Funds: The District complies with the requirements of the federal Uniform Grant Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

No District employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, spouse, partner, or an organization which employs or is about to employ any of those parties has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or subcontractors. Violations of this policy are subject to disciplinary action.

Each employee, board member, or agent of the school system who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Treasurer. The Treasurer shall disclose in writing any potential conflict of interest to NYSED or other applicable pass-through-entity or the Federal awarding agency. The Treasurer shall also disclose in writing to NYSED or other applicable pass-through-entity in a timely manner all violations of federal criminal law involving fraud, bribery, or gratuities potentially effecting any federal award. The Treasurer shall fully address any such violations promptly and notify the Board accordingly.



**Distribution of Code of Ethics**

The Superintendent of Schools shall cause a copy of this Code of Ethics to be distributed to every member of the Board, every officer and employee of the school district. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. In addition, the Superintendent shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the district's jurisdiction in a place conspicuous to the district's officers and employees.

**Penalties**

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's code of ethics and its accompanying regulation may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

**Ref:** General Municipal Law §§800-808  
Opn. St. Comp. 2008-01  
*Appeal of Rivers*, 60 EDR Dec. No 17,989 (2021)  
*Application of the Board of Education*, 57 EDR Dec. No. 17,147 (2017)  
*Application of Nett and Raby*, 45 EDR 259 (2005)  
2 CFR Part 200, Subpart B

**Adoption date:**

( ) Required  
(X) Local  
(X) Notice

## BOARD ORGANIZATIONAL MEETING

The Board of Education recognizes its obligation to hold an annual organizational meeting. The purpose of the organizational meeting is to elect officers of the Board and make the proper appointments and designations of other district employees for the proper management of the school district during the school year.

The Board will hold its annual organizational meeting on the first Tuesday in July. If that day is a legal holiday, the Board will hold the meeting on the first Wednesday in July. The Board may alternately hold the meeting on a date during the first 15 days in July that is not a legal holiday. The Board will choose this date by resolution at a Board meeting before July.

The previous Board President or the District Clerk shall call the meeting to order, and shall preside until the election of a new president. The order of business to be conducted at the organizational meeting shall include items required or implied by state law and/or regulation. The Board may also conduct general district business, including properly entering into executive session, if necessary, at the end of the meeting before adjourning.

### I. Oath of Office

The School Attorney, or any officer authorized to administer the oath, shall administer and countersign the oath of office to newly-elected Board members. The oath shall conform to Article XIII-1 of the New York State Constitution, and Section 10 of the Public Officers Law. No new Board member shall be permitted to vote until he/she has taken the oath of office.

### II. Election of Board Officers

The Board shall elect a president for the ensuing year and administer the oath of office to him/her. The Board may, in its discretion, elect a vice president for the ensuing year and shall have the oath of office administered to him/her. A majority of all members of the Board shall be necessary for a valid election.

### III. Appointment of District Officers

The Board shall appoint and the Board President administer the oath of office to the following district officers:

- o District Clerk
- o District Treasurer
- o Deputy Treasurer
- o Claims Auditor

### IV. Appointment of Other Positions

## West Islip

The Board shall appoint and establish the stipend (if any) for the following positions (*include only those that are appropriate for the district*):

Chief/School Physicians	School Attorney
Insurance Carrier	Internal Auditor
External Auditor	Records Access Officer
Purchasing Agent	Records Management Officer
Audit Committee	Data Protection Officer
Title IX/Section 504 Hearing Officer(s)	Treasurer(s) of Student Activity Account
Deputy Purchasing Agent	Dignity Act Coordinator(s)
Committee on Special Education (CSE)	McKinney/Vento Liaison
Committee on Preschool Special Education (CPSE)	

### V. Bonding of Personnel

The Board may bond the following personnel handling district funds:

- o District Treasurer
- o Treasurer of Student Activity Account
- o Claims Auditor
- o Deputy Treasurer
- o Other officers and designees as required by law, or as deemed appropriate by the Board.

The Board may, in each instance, specify the amount of the bond it intends to obtain. The Board may include any of the above officers in a blanket undertaking, pursuant to law and Commissioner's Regulations, rather than bond individuals.

### VI. Designations

The Board shall designate/approve:

Official depositories for district funds  
Official district newspapers  
The day and time of regular meetings  
The day and time of West Islip High School Commencement Exercises  
The rate for mileage reimbursement  
The calendar for the upcoming school year  
The prices for school meals  
Tuition rates for non-resident students  
Travel and meal expense reimbursement limits

The Board shall also adopt the rotational list of impartial hearing officers for the district as provided by the State Education Department.

### VII. Authorizations;

- a. of person to certify payrolls;

West Islip

- b. of contracts for student services (such as health, cafeteria), and tuition contracts, when necessary;
- c. of attendance at conferences, conventions, workshops, etc., with designated expenses;
- d. to establish petty cash funds (and to set amount of such funds);
- e. to designate authorized signatures on checks;
- f. of Board and district memberships in professional organizations;
- g. to offer school district employee and officer indemnification under Public Officer's Law §18;
- h. of positions entitled to use district-owned cell phones and credit cards;
- i. of Board representative(s) for appointing Impartial Hearing Officers; and
- j. of Superintendent of Schools to approve budget transfers, and the monetary limits of such transfers.

The Board shall review its policies on Investments (5220) and Purchasing (5410,5412), and the Student Code of Conduct (5300) , and Parental Involvement (3251) annually, as required by law. The Board shall also review building-level student attendance data as required under Commissioner's Regulations section 104.1, and if the data shows a decline in attendance rates, shall review its policy on Attendance (7110).

Cross-ref: 2270, School Attorney  
2220, Board Officers  
2230, Appointed Board Officials  
2310, Regular Meetings  
5100, Attendance  
5252, Student Activities Funds Management  
5300, Code of Conduct  
6240, Investments  
6650, Claims Auditor  
6680, Internal Audit Function  
6690, Audit Committee  
6700, Purchasing  
6741, Contracting for Professional Services

Ref: New York State Constitution, Article XIII, §1  
General Municipal Law §103(2) (official newspapers)  
Public Officers Law §§10; 13; 30  
Education Law §§305(31) (designated educational official); 1701 (meeting to elect president, may elect vice president); 1707 (date of meeting); 1720(2) (bonding of personnel); 1904 (central high school districts in Nassau county); 2130 (appoint clerk, bonded treasurer and bonded tax collector); 2502(9) (City of Albany), (9-a) (City of Rensselaer); 2504 (small city meeting during the first week of July, day and time of regular meetings); 2527 (bonding officials in small city school districts); 2553(9) (City of Rochester), (10) (City of Buffalo); 2563 (large city meetings)  
8 NYCRR §§104.1 (requirement to review attendance data); 170.2 (bonding of tax collector, treasurer, claims auditor); 170.12 (bonding of claims auditor); 172.5 (bonding of extra classroom activity treasurer)

Adoption date:

( ) Required  
(X) Local  
(X) Notice

### BOARD OFFICERS

The President and Vice-President of the Board of Education shall be elected by members of the Board at the annual organization meeting in July. The Board, in its discretion, may elect a vice president for the ensuing year at the annual organization meeting.

#### Duties of the President of the Board

The duties of the President of the Board shall be as follows:

1. to preside at all meetings;
2. to call special meetings he/she considers necessary or on request of one member of the Board;
3. to appoint committees with the advice of fellow Board members;
4. to act as an ex-officio member of all committees;
5. to execute all documents on behalf of the Board;
6. to perform the usual and ordinary duties of the office.

#### Duties of the Vice-President

The Vice-President shall assume all the duties of the President in his/her absence or by reason of his/her disability. Should a vacancy occur in the role of president, the vice-president shall act as president until a new president is elected.

Ref: New York State Constitution, Article 13 §2  
Local Finance Law §2.00(5)(e)  
Education Law §§1709; 2105(6); 2502; 2504; 2553; 2563; 2590-b

Adoption date:

( ) Required  
(X) Local  
(X) Notice

### APPOINTED BOARD OFFICIALS

#### District Clerk

The Board of Education shall annually appoint a District Clerk. The District Clerk shall:

1. keep and preserve an accurate record of the proceedings of the Board of Education and shall submit a copy of the proceedings to each Board member and the Superintendent of Schools;
2. file all correspondence and records relating to matters of the school district, involving the Board;
3. prepare and arrange publication of legal notices;
4. provide notice of the time and place of all special and annual district meetings, including meetings which have been adjourned;
5. attend all public meetings of the Board (Regular and Special) as well as public hearings of the Board and, when requested:
6. perform duties pertaining to the preparation for, and conduct of district elections, budget votes, and special district referendum elections;
7. provide notice to every person elected or appointed to office of his/her appointment or election and report the names and addresses of such officers to the Town Clerk;
8. keep and preserve all records, books and papers belonging to the Office of the Clerk;
9. notify the County Treasurer of the name and address of any individual(s) elected to the office of treasurer and district collector;
10. in the absence of both the President and Vice-President of the Board at a duly constituted meeting, determine the member with the longest tenure on the Board, in alphabetical order, and that member shall then assume all the usual duties of the President until either the President or Vice-President is in attendance; and
11. perform any other work requested of him/her by the Board or the Superintendent.

#### District Treasurer

The Board of Education shall also annually appoint a District Treasurer. The District Treasurer shall:

1. act as custodian of all monies belonging to the district;
2. receive all monies belonging to the district and issue receipt for same;
3. deposit monies received in banks designated by the Board;
4. be bonded in such sum as shall be required before entering into the duties of the office;
5. pay out district monies on written order of officials of the Board;
6. give detailed accounts of monies received and disbursed;
7. during the annual meeting, the treasurer shall render a full account of all monies received by him/her and from what source, and when received, and all disbursements made by him and to whom and the dates of such disbursements, and the balance of moneys remaining;
8. provide periodic and annual District financial reports;
9. maintain the bond and investment ledger;
10. reconcile all bank balances and conduct trial balances on all accounts;

West Islip

11. develop a monthly outstanding check list for audit purposes;
12. arrange for short-term loans to meet operating expenses when tax moneys are not available and for construction work prior to the sale of bonds;
13. coordinate cafeteria reimbursement claims each month; and
14. file and prepare all financial reports in conjunction with the Assistant Superintendent for Business and Operations including annual school budget, tax levy and other required financial reports to the State, tax budget reports to the Town and miscellaneous required reports (Moody's and others).

**Ref:** Education Law §§2121; 2122; 2130  
8 NYCRR §§170.1 (duties of treasurer); 170.2 (bonding of tax collector, treasurer, claims auditor)

**Adoption date:**

( ) Required  
 (X) Local  
 (X) Notice

### COMMITTEES OF THE BOARD

The Board will generally serve as a committee-of-the-whole. However, the following standing committees shall be formed at the Annual Organizational Meeting.

1. Buildings and Grounds
2. Finance
3. Health & Wellness Alliance
4. Special Education
5. Policy
6. Education
7. Audit
8. Safety

Appointments to the established standing committees will be made by the President after each member has had an opportunity to express his preferences. Whenever possible, Board members' seniority should be considered when making these standing committee appointments. When standing committees are approved, each Board member will accept at least one standing committee.

The function of each committee shall be one of investigation and recommendation. Committees cannot make legal decisions for the Board.

A Central Office administrator and the Board of Education President will be assigned ex-officio members of each standing committee. However, if the Board of Education President acting as an ex-officio member constitutes a fourth member, he or she shall not be a voting member of that committee.

The Board of Education shall establish liaisons in the following areas:

1. New York State School Boards Association Legislative Network
2. Nassau-Suffolk School Boards Association
3. Committee on Special Education
4. PTA Council Liaison
5. School Board/Student Liaison
6. Health and Wellness

#### Visitation Committees

The Board of Education shall visit every school at least once annually, and report on their conditions at the next regular meeting of the Board.

**Ref: Education Law § 1708**

**Adoption date:**



Required

Local

Notice

## **CITIZENS ADVISORY COMMITTEES**

The Board of Education recognizes that it can beneficially utilize the talents, resources, and interests available among district residents and district employees to assist in developing the programs needed for the maintenance of a quality educational program in the schools of the district. To that end, the Board shall, at its discretion and in accordance with state law and regulation, appoint Citizens Advisory Committees, whose membership shall consist of residents of the district and/or district employees, to meet with the Board to provide advice and reaction about important matters before the Board which may have special significance for the community.

Each citizens committee organized by the Board shall be appointed and discharged by official Board resolutions. Resolutions appointing such committees shall state specifically the scope of the work of the committee. The term of advisory committee members will be limited to one year.

The Board will instruct each advisory committee as to the length of time each member is being asked to serve and the service the Board wishes the committee to render, as well as the extent and limitations of the committee's responsibilities.

Appointments to Citizens Advisory Committees will be on the basis of interest, experience, expertise, and concern. Only district residents and district employees may be appointed to Citizens Advisory Committees. No one shall be appointed as a representative of a specific group or area, unless it is the express purpose of the Board to have all areas of the community represented, in which case the Board will, in its discretion, appoint representative members of every such group or area. The Board shall make every effort to form a committee that is representative of the entire community.

Committees shall report all suggestions and recommendations to the Board and Superintendent of Schools prior to public release. Recommendations of advisory committees will be based on research and fact. Their recommendations will be channeled to the Board through the Superintendent.

The Board may accept, reject, or return committee recommendations for further study. Any action stemming from committee reports is the responsibility of the Board. Publicity, or the release of information, concerning committee findings shall be the responsibility and the prerogative of the Board. Advisory committees shall be discontinued upon completion of their assignment(s).

**Ref: 8 NYCRR §135.3(b)(2), (c)(2)  
Education Law §§4402,4601**

**Adoption date:**

Required

Local

Notice

### SCHOOL ATTORNEY

The Board of Education shall retain legal counsel, who shall be appointed at the Annual Organizational Meeting of the Board of Education. This legal counsel will represent the Board of Education, and shall report directly to the Board. The attorney shall have applicable legal expertise to represent the interests of the school district.

The selection of legal counsel shall be carried out in accordance with state law and regulation, as well as Board policy.

Any attorney working for the Board as legal counsel must be admitted to the bar of New York State and duly licensed to practice law in New York State. Other qualifications, such as years of experience representing school districts in the area of education law, shall be outlined in the Request for Proposal.

The written agreement with the attorney and/or law firm shall describe, at a minimum, the cost (e.g., hourly rates, retainer agreement), services provided, representation (e.g., in hearings, courts, investigations, negotiations), and level of participation at Board meetings

The status of the retainer agreement and costs will be monitored by the Superintendent or his or her designee.

The Attorney and/or law firm will be the legal advisor to the Board. In that capacity, the legal counsel's duties may include, but not be limited to, the following:

1. to advise the Board with respect to all legal matters relating to the district, including, but not limited to, interpretation of the Education Law of the State of New York, and all other statutes, rules or regulations affecting the district;
2. to be easily accessible to the Board and the Superintendent of Schools (and, at the discretion of the Superintendent, to his/her administrative staff), with respect to legal matters arising out of the day-to-day administration of the district. This includes being available for Board meetings at the Board's request;
3. to review and to represent the district in the preparation of contracts, as requested by the district (other than the contract for school attorney services);
4. to advise and assist in matters of litigation pursuant to the retainer agreement;
5. to review and advise with respect to the legality of policies or regulations to be considered for adoption by the Board;
6. to review and advise with respect to any legal papers served upon the district to commence legal action; and
7. to recommend the retainment of special counsel as he or she may deem necessary in the circumstances, subject to the approval of the Board. Retaining additional legal counsel shall be subject to the process outlined in Board policy. The school attorney and/or firm will report any censure, suspension, or disbarment to the Board.

West Islip

Cross-ref:

2210, Board Organizational Meeting

2410, Policy Development, Adoption, Implementation and Review

6700, Purchasing

6741, Contracting for Professional Services

**Adoption date:**

( ) Required  
(X) Local  
(X) Notice

### REGULAR MEETINGS

In order to perform its duties in an open and public manner, and in accordance with state law, the Board of Education will hold regular business meetings once a month.

The time, dates and place of regular Board of Education meetings will be established at the annual organizational meeting. In the event that the day appointed for a regular meeting falls on a legal holiday, the meeting will be rescheduled. All regular Board meetings are open to the public. The district will make all reasonable efforts to ensure that the meeting facility provides barrier-free access and accommodates all members of the public who wish to attend.

The district will comply with applicable notice requirements (see policy 1530). Videoconferencing of Board meetings is addressed in policy 1512.

In addition to the members of the Board, the following individuals will regularly attend the business meetings of the Board: Superintendent of Schools, the Assistant Superintendent for Curriculum and Instruction, the Assistant Superintendent for Human Resources, and the Assistant Superintendent for Business and Operations, and other specified personnel as deemed necessary.

**Cross-ref:** 2210, Board Organizational Meeting  
2325, Videoconferencing of Board Meetings  
2340, Notice of Meetings  
2360, Minutes

**Ref:** Public Officer's Law §§102; 103; 104

**Adoption date:**

Required  
 Local  
 Notice

### **SPECIAL MEETINGS**

Special meetings of the Board shall be held on call by any member of the Board. A reasonable and good faith effort shall be made by the Superintendent or the Board President, as the case may be, to give every member of the Board twenty-four hours notice of the time, place and purpose of the meeting. All special meetings shall be held at a regular meeting place of the Board.

In an emergency, the twenty-four-hour notice may be waived by unanimous consent of all Board members. When this occurs, it is advisable for the members to sign waiver-of-notice forms.

Public notice of the time and place shall be given, to the extent practicable, to the news media and shall be conspicuously posted in one or more designated public locations at a reasonable time prior to the meeting.

**Ref: Education Law §§1606; 2504; 2563  
Open Meetings Law, Public Officers Law §§100 et seq.**

**Adoption date:**

Required  
 Local  
 Notice

### VIDEOCONFERENCING AT PUBLIC MEETINGS

In accordance with the provisions of Section 103-a of the Public Officers Law, this policy shall serve to establish the written procedures governing the use of videoconferencing and member attendance at public meetings of the Board.

I. Board meetings may utilize videoconferencing to conduct its public meetings provided that a minimum number of members are present to constitute a full quorum of the Board in either the same physical location or at locations where the public can attend. All locations at which the public can attend shall be included in the public notice of the meeting.

II. Except as provided in Paragraph (a) of this Section II, board members must be physically present at the meeting unless they are unable to be present at any meeting location due to extraordinary circumstances as set forth herein. Examples of extraordinary circumstances which may render a board member unable to be physically present at a meeting include: illness, caregiving responsibilities, or any other significant or unexpected factor which precludes the member's physical attendance at the meeting.

a. Members are not required to participate in person during (i) a state disaster emergency declared by the governor pursuant to Section 28 of the Executive Law or (ii) a local state of emergency declared by the chief executive of a county, city, village or town pursuant to Section 24 of the Executive Law provided that the board determines the circumstances necessitating the emergency declaration would affect or impair the ability of the public body to hold an in-person meeting.

III. When videoconferencing will be used at a public meeting, the public notice of the meeting must state: (i) that videoconferencing will be used, (ii) where the public can view and/or participate in the meeting, (iii) where required documents and records will be posted or available and (iv) the physical location for the meeting where the public can attend.

IV. Additional procedures when videoconferencing will be used at a public meeting:

a. Board members must be heard, seen and identified while the meeting is being conducted.

b. The minutes of the meeting must include which, if any, members participated remotely.

c. The meeting will be recorded and the recording will be posted on the West Islip Union Free School District's website within five (5) business days of the meeting. The recording shall remain available for five years thereafter. Upon request, the recording will be transcribed.

d. The public will be provided with the opportunity to view the meeting via video and to participate in the meeting (where public comment or participation is authorized) via videoconference to the same extent as in-person comment or participation.

West Islip

e. All meetings conducted using videoconferencing or which are broadcasted will use technology that permits access to individuals with disabilities consistent with the Americans with Disabilities Act.

**Cross-ref:** 1230, Public Comment at Board Meetings  
2310, Regular Board Meetings  
2320, Special Board Meetings  
2340, Notice of Meetings  
2360, Minutes

**Ref:** Public Officer's Law §§102; 103; 103-a; 104

NYS Department of State, Committee on Open Government, Advisory Opinion OML-AO-#5575 (3/6/2018)

“Questions and Answers, Chapter 56 of the Laws of 2022,” NYS Committee on Open Government,

<https://opengovernment.ny.gov/system/files/documents/2022/05/chapter-56-of-the-laws-of-2022-guidance-document-05-20-22.pdf>

Adoption date:

( ) Required  
( ) Local  
(X) Notice

### EXECUTIVE SESSIONS

The Board of Education may hold executive sessions at which only the members of the Board or persons invited by the Board may be present. However, the executive session is only available for the purpose of discussion, and except as the law allows, formal action must be taken in an open session.

Executive sessions can be requested by any member of the Board or the Superintendent of Schools.

A Board member must make a motion during an open meeting to convene to executive session. Upon a majority vote of its members, the Board may convene to executive session at a place which the Board President or said members may designate within the district to discuss the subjects enumerated below. Matters which may be considered in executive session are:

1. matters which will imperil the public safety if disclosed;
2. any matter which may disclose the identity of a law enforcement agent or informer;
3. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
4. discussions regarding proposed, pending or current litigation;
5. collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law);
6. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
7. the preparation, grading or administration of examinations; and
8. the proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities, but only when publicity would substantially affect the value thereof.

The motion to go into executive session must be detailed enough to allow the public to understand the topic the Board will be discussing, without disclosing specifics. Discussion in executive session will be limited to the topic(s) identified in the motion.

A Board may not take action in executive session except to vote on disciplinary charges against a tenured teacher.

Individual Board members, acting on their own, cannot disclose matters discussed in a properly convened executive session. However, the Board, acting as a whole, may decide to disclose such information where disclosure is not prohibited under the law. Additionally, disclosure of such information is not prohibited where it is warranted to appropriate law enforcement entities for investigation and possible action, or where a board member is compelled to reveal the information in a court case.

Minutes will be taken at executive sessions of any action that is taken by a formal vote and should consist of a record or summary of the final determination of such action and the date and vote thereon, provided, however, that such summary need not include any matter which is not required to be made public by



West Islip

the Freedom of Information Law. Minutes taken shall be available to the public within one week from the date of the executive session.

Cross-ref: 2160, Code of Ethics

Ref: Education Law §1708 (3)

Public Officers Law §§100 et seq.

*Appeal of Rivers*, 60 EDR Dec. No 17,989 (2021)

*Application of the Board of Education*, 57 EDR Dec. No. 17,147 (2017)

*Application of Nett and Raby*, 45 EDR 259 (2005)

Formal Opinion of Counsel No. 239, 16 EDR 457 (1976)

**Adoption date:**

Required

Local

Notice

### NOTICE OF MEETINGS

For all regular and scheduled special meetings of the Board of Education, the District Clerk will give adequate notice to all members and to the community, including posting notice of the time and place of meetings on the District website. Notice will be given or electronically transmitted public notice to the extent practicable to the news media and shall be conspicuously posted in one or more designated public locations at a reasonable time prior thereto.

If a meeting is scheduled at least a week in advance, notice will be given or electronically transmitted to the public and news media at least 72 hours prior to the meeting. Said notice will be conspicuously posted in one or more designated public locations, including the district's website. A special meeting may be called upon 24-hour notice to Board members.

If videoconferencing is used to conduct a meeting where remote locations are open to the public, the public notice for the meeting will indicate that videoconferencing will be used, specify the location(s) for the meeting, and state that the public may attend at any of the locations.

If videoconferencing under extraordinary circumstances is used to conduct a meeting, the public notice for the meeting will include that that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend.

If a meeting will be streamed live over the internet, notice will indicate the internet address of the website streaming the meeting.

**Cross-ref: 2325, Videoconferencing of Board Meetings**

**Ref: Open Meetings Law, Public Officers Law §§103-a; 104  
Education Law §§1606; 1708; 2504; 2563**

**Adoption date:**

( ) Required  
(X) Local  
(X) Notice

### **AGENDA PREPARATION AND DISSEMINATION**

The Superintendent prepares the agenda to review with the Board President for each Board meeting according to the order of business, to facilitate orderly and efficient meetings, and to allow Board members sufficient preparation time.

Items of business may be suggested by any Board member, District employee, parent, student, or other member of the public, and must relate directly to District business. The inclusion of items suggested by District employees, parents, students, or other members of the public is at the discretion of the Superintendent, subject to the approval of the Board President.

Persons suggesting items of business must submit the item to the Superintendent at least ten (10) days prior to a regular meeting and two (2) days prior to a special meeting. Items will not be added to the agenda later than these time periods, unless the item is of an emergency nature and authorized by the Superintendent in consultation with the Board President.

The agenda will specify whether the item is an action item, a consent item, a discussion item or an information item.

The agenda and any supporting materials will be distributed to board members no later than the Friday before a regularly scheduled meeting to permit careful consideration of items of business. The agenda and supporting material to be discussed at the board meeting that is permissible to be released to the public, will be posted on the district's website, and made available upon request to the District Clerk, to the extent practicable, twenty-four hours before the meeting. In addition, the agenda will be released in advance of the meeting.

Any proposed resolution, law, rule, regulation, policy or any amendment thereto, that is scheduled to be the subject of discussion by the Board during an open meeting shall be made available, unless not otherwise subject to disclosure, upon request, to the extent practicable, at least 24 hours prior to the meeting during which the records will be discussed and shall be posted on the website to the extent practicable at least 24 hours prior to the meeting.

The District Clerk is responsible for ensuring that the agenda is available to the public and the media.

Cross-ref: 2350, Board Meeting Procedures

Ref: Public Officers Law §103(e)

**Adoption date:**

Required  
 Local  
 Notice

### BOARD MEETING PROCEDURES

Each Board of Education meeting shall be conducted in an orderly manner which provides time for and encourages community involvement. The order of business at each regular meeting shall be as follows:

1. Call to order, roll call, Pledge of Allegiance to the flag;
2. Board procedures;
3. Public participation; (Items on the agenda)
4. Approval of minutes;
5. Superintendent's reports;
6. Action items;
7. Reports;
8. Discussion time;
9. Board communications and concerns;
10. Public Participation; (Items not on the agenda)
11. Adjournment.

The regular order of business may be changed at any meeting (and for that meeting only) by an affirmative vote of a majority and voting for the proposed change in the regular order of business.

Except in emergencies, the Board shall not attempt to decide upon any question under consideration before examining and evaluating relevant information. The Superintendent shall be given an opportunity to examine and to evaluate all such information, and to recommend action before the Board attempts to make a decision.

The Board may adjourn a regular or special meeting at any place in the agenda providing that arrangements are made to complete the items of business on the agenda at a future meeting. The minutes shall make notice of the adjournment, and the reconvened session shall be considered an addition to these minutes.

**Adoption date:**

Required

Local

Notice

### QUORUM

A majority of the members of the Board of Education will constitute a quorum for the transaction of the business of a regular meeting. If there are fewer than four (4) members of the Board present at a regular meeting, a time for the new meeting will be set by the members present and such meeting will be deemed a regular meeting.

Notice of rescheduled meetings will be given to absent members.

Final action on any resolution shall be valid only upon vote of the majority of the total membership of the Board.

Cross-ref: Gen. Constr. Law §41  
Opn. Of Counsel #70, 1 Educ. Dep't Rep 770 (1952)

**Adoption date:**

Required  
 Local  
 Notice

**RULES OF ORDER**

Robert's Rules of Order Newly Revised will be adhered to in conducting a meeting of the Board of Education, except as otherwise required by law.

**Adoption date:**

Required  
 Local  
 Notice

## MINUTES

The Board of Education believes that open and accurate communication regarding its internal operations enhances the District's public relations program and provides a record of the District's progress towards its annual goals. Therefore, the Board will maintain a complete and accurate set of minutes of each meeting, in accordance with law.

The minutes will constitute the official record of proceedings of the Board and will be open to public inspection and posted on the district website within one week of executive sessions and within two weeks of all other meetings. Minutes which have not been approved by the Board within this time frame will be marked, "DRAFT." A draft of the minutes of each meeting will be forwarded to each member of the Board not later than the time the agenda for the next meeting is disseminated.

The District Clerk will be responsible for taking the minutes and will present the draft minutes to the Board President within seven (7) business days of the meeting. The minutes will conform to an established format.

All motions, proposals, resolutions, and any other matters formally voted upon by the Board will be recorded in Board minutes. In recording such votes, the names of the Board members will be called in alphabetical order, and the record will indicate the final vote of each Board member.

If a Board member is not present at the opening of a meeting, the subsequent arrival time of such member will be indicated in the minutes. The minutes of any meeting involving videoconferencing under extraordinary circumstances will include which Board members participated remotely.

Unabridged video or audio recordings, or unabridged written transcripts, can be used as minutes and made available to the public as such.

**Ref:** Open Meetings Law, Public Officers Law §§103-a; 106  
Freedom of Information Law, Public Officers Law §§84 et seq.  
Education Law §2121

**Adoption date:**

( ) Required  
 (X) Local  
 (X) Notice

## **POLICY DEVELOPMENT, ADOPTION, IMPLEMENTATION AND REVIEW**

The Board of Education is responsible for adopting and assessing the effectiveness of the written policies by which the District is governed. The Board recognizes that written policies are essential to district governance in that they:

- Govern effectively and efficiently across time, situations, and individuals.
- Provide the foundation and guidance for administrative action.
- Publicize the federal, state, and local rules that govern the district.
- Help to evaluate progress by including measurable outcomes.

### **Development**

The Board is committed to developing written policies which:

- Clearly define the District's goals and objectives and reflect the Board's vision;
- Define roles and responsibilities and identify who is responsible for what;
- Provide the Superintendent and district staff with clear guidance regarding expected district administration;
- Allow for flexibility that is needed for day-to-day operations; and/or
- Include measurable outcomes.

Any member of the Board, district staff, students, parents, district taxpayers or other member of the public may identify policy issues. Such issues shall be identified to the Superintendent of Schools or Assistant Superintendent for Human Resources. The Assistant Superintendent for Human Resources shall be responsible for submitting policy issues to the Board for consideration and for keeping a record of all policy initiatives submitted to the Board.

Before acting on any proposed policy, the Board will assemble the relevant facts, receive recommendations from individuals and groups who will be affected by the policy, and discuss, debate and decide on the substance of the policy in open meeting. The Policy Committee shall be responsible for identifying the individuals and/or groups who will be affected by the policy. In addition the Policy Committee shall seek input from those affected individuals and/or groups.

The Assistant Superintendent for Human Resources shall be responsible for preparing a written draft of all proposed policies. When reviewing the contents of a proposed policy, the Board will consider whether the proposed policy:

- Is within the scope of the Board's authority.
- Is consistent with state and federal law and the state and federal Constitutions.
- Supports the district's goals and objectives.
- Reflects good practice (e.g., educational, personnel, business, etc.).



## West Islip

- Is reasonable and not arbitrary or discriminatory.
- Adequately covers the subject.
- Is consistent with the Board's existing policies.
- Can be administered in a practical, cost effective manner.

### **Adoption**

Once a proposed policy has been drafted, it shall be placed on the Board's agenda for a first reading, giving all persons interested in it an opportunity to express their views. The Board will not take any official action on any policy on first reading, unless a majority of the Board decides that it is necessary to do so. If the draft policy is acceptable or if it is not acted upon out of necessity after the first reading, the draft policy will be placed on the Board's agenda for a second reading, at which time the Board will officially act.

The Superintendent and/or their designee shall consult with the school attorney, as necessary, prior to the adoption or revision of any policy.

### **Implementation**

The Superintendent and/or their designee shall be responsible for implementing all policies adopted by the Board. This responsibility shall include: promulgating any necessary administrative regulations, ensuring that the policy is included in the board policy manual, and publicizing the policy as necessary to ensure that persons affected by the policy are aware of it. At a minimum, a copy of any new or revised policy shall be distributed to the people and/or groups being affected.

The board policy manual shall be kept in the district office and made available to the public upon request. A copy of the board policy manual shall also be kept in each school building and any other location specified by the Board.

### **Review**

The Superintendent and/or their designee shall be responsible for informing the Board of any policies that are out-of-date or in need of revision. In addition, the Board will review the policy manual on a regular, periodic basis and update it as necessary to ensure that the policies are consistent with board goals and district practices.

**Ref: Education Law §§1604; 1709; 1804 (powers and duties of board of education)**

**Adoption date:**

Required  
 Local  
 Notice

### **NEW BOARD MEMBER ORIENTATION**

The Board of Education and the administrative staff shall assist each new Board member-elect to become familiar with and to understand the Board's functions, policies and procedures, and the District's operation before taking office. Each Board member-elect shall, as soon as possible,

1. be given selected materials covering the function of the Board and the school district, including (a) policy manual, (b) copies of key reports prepared during the previous year by school Board committees and/or the administration, (c) the *School Law* handbook prepared by the New York State School Boards Association, (d) access to minutes of Board meetings of the previous year, (e) latest financial report of the district, (f) copies of pertinent materials developed by the New York State School Boards Association, (g) materials pertinent to the Open Meetings Law, the Freedom of Information Law, and FERPA, The and (h) any other materials which may be deemed helpful and informative;
2. be invited to attend all Board meetings and functions;
3. be invited to meet with the Superintendent of Schools and other administrative personnel to discuss the services that they perform for the school Board and the school district; and
4. be invited and encouraged to attend the New York State School Boards Association's workshop for New School Board Members.

**Adoption date:**

Required  
 Local  
 Notice

## **BOARD MEMBER TRAINING**

### **State-Mandated Training**

Members of the Board of Education elected or appointed for a term beginning on or after July 1, 2005, shall, within the first year of their term, complete a minimum of six hours of training on the fiscal oversight, accountability and fiduciary responsibilities of a school board member.

Additionally, Board members elected or appointed for a first term beginning on or after July 1, 2011, shall, within the first year of his or her term, complete a training course to acquaint him or her with the powers, functions and duties of boards of education, as well as the powers and duties of other governing and administrative authorities affecting public education.

These mandatory training sessions may be taken together as a single course or separately.

Each member shall demonstrate compliance with these requirements by filing with the District Clerk a certificate of completion of such course issued by the provider. Actual and necessary expenses incurred in complying with this requirement shall be a charge against the school district.

### **Board-Mandated Training**

Every Board member will complete at least one training per year which addresses topics pertinent to serving successfully as Board members, in their roles as fiscal stewards, policymakers, and governance leaders. In years where Board members complete the state-mandated training, they are not required to take additional training under this paragraph. Such training can take the form of in-person conferences, online webinars or classes, facilitated retreats, or other format approved by the Board. The Board shall determine participation in training by majority vote. The Board shall include in the annual budget sufficient funds for at least one training per Board member per year.

**Cross-ref: 2510, New Board Member Orientation  
2521, School Board Conferences, Conventions, and Workshops  
6830, Expense Reimbursement**

**Ref: Education Law §2102-a**

**Adoption date:**

- Required
- Local
- Notice

### **SCHOOL BOARD CONFERENCES, CONVENTIONS, WORKSHOPS**

The Board believes that continuing in-service training and development are important for its members. The Board, therefore, encourages the participation of all members at appropriate school board conferences, conventions and workshops which are believed to be of benefit to the School District. However, in order to control both the investment of time and funds necessary to implement this policy, the Board establishes the following guidelines:

1. The Superintendent of Schools will compile, maintain, and distribute to each Board member a calendar listing school Board conferences, conventions, and workshops, to help the Board decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
2. Funds for participation at such conferences, conventions, workshops and the like will be budgeted for on an annual basis. When funds are limited, the Board will designate which members are to participate at a given meeting.
3. The Board will reimburse conference attendees (Board members) for reasonable and necessary expenses not paid for directly by the District (travel, hotel, meals, registration).
4. When any Board member attends a conference, convention, or workshop, the member will be requested to share information, recommendations, and materials acquired at the meeting.

**Cross-ref: 6830, Expense Reimbursement**

**Adoption date:**

- Required
- Local
- Notice

### COMMUNITY RELATIONS GOALS

*NOTE: With shrinking school district resources and the continuing need to prepare students to be college and career ready, leveraging community partnerships has become even more important. Previously the Board adopted 3120 which included a statement on working with municipalities. This policy expands on that and includes other community partnerships. This language is for consideration of the Board.*

The Board of Education strives to conduct district affairs by way of a continuing, open dialogue between the community and the schools. Given district residents' high level of interest in the education of children, the Board wishes to maintain its high level of sensitivity to the needs and desires of the community and to act expeditiously to meet changing needs and conditions.

To this end, the Board establishes the following goals for community involvement:

1. provide a variety of means whereby residents of the school district may have the opportunity to contribute their best thinking to the orderly planning of education for children in the district;
2. keep the community accurately informed about its schools;
3. understand community attitudes and aspirations for the schools;
4. encourage contributions from the parent-teacher associations of the district so that school personnel and parents cooperate to advance the educational welfare of the children;
5. handle all complaints from the public by the administrative officer in charge of the unit of the school district organization closest to the complainant. However, such complaints may be carried to the Superintendent of Schools and/or the Board if the problem cannot be solved at that level;
6. promote a spirit of cooperation among the Board, the schools, and the community;
7. develop and maintain the confidence of the community in the Board and the school district staff;
8. expand the public understanding of every aspect of the school system, and stimulate public interest in the school;
9. facilitate dissemination of information to the community concerning issues and activities in the school using not only traditional modes of communication, such as a district newsletter, but also current modes of communication such as the District's website and social networking sites;
10. ascertain the community's opinions and desires with respect to the operations of the school system, and to incorporate that knowledge into its actions;
11. build relationships with local businesses, local government, health care, social service, civic and community organizations to share resources in order to meet the academic, social and emotional needs of all of our students; and
12. develop and maintain an effective means of communication with the people of the district.

Notwithstanding the above, the final decisions in these areas will rest with the Board.

Adoption date:

- (X) Required  
 ( ) Local  
 (X) Notice

#### ANNUAL DISTRICT ELECTION AND BUDGET VOTE

*NOTE: Previously the Board adopted 1610 and 1260, Submission of Questions and Propositions at Annual Election and Special District Meeting in regard to this issue. This policy has been combined into one and recrafted for clarity, expanded, and updated. This version is for consideration of the Board.*

Commented [1]: Combines 1610 and 1260

The district shall hold an annual election and budget vote at which the district's authorized voters will elect members of the Board of Education and vote on the district budget for the coming school year. The annual district election and budget vote will be held on the third Tuesday in May, unless, due to a conflict with religious observance, the Board requests that the Commissioner approve changing the election date to the second Tuesday in May. The request is due to the Commissioner by March 1<sup>st</sup>.

The District Clerk shall publish a notice of the time and place of the annual election and budget vote at least four times within the seven weeks prior to the election, in two newspapers having general circulation within the district. The first publication of the notice shall be at least 45 days prior to the election. The notice shall also contain notice of any other matter required by law.

*NOTE: If the district has a website, the proposed budget must be posted there as well as each school building, the district offices, and any public library located within the district.*

Copies of the budget to be voted upon at the annual election and budget vote will be available upon request in each district school building, at the school district offices, and at any public library or free association library within the district, for district residents at the time of the annual election and budget vote and the 14 days preceding (other than Saturday, Sunday and holidays), as well as on the school district's internet website.

The Board shall appoint assistant clerks and election inspectors necessary for the annual election and budget vote at a Board meeting held before the annual election and budget vote.

#### Questions and Propositions

The Board has the authority, under the Education Law, to adopt reasonable rules and regulations concerning the submission of petitions to the Board to place propositions on the ballot which may amend the budget. Pursuant to those provisions, the Board establishes the following guidelines:

1. Unless otherwise provided by the Education Law, petitions for the submission of a proposition must contain a minimum of twenty-five (25) signatures of qualified voters of the district or two (2) percent of the number of voters who voted in the previous annual election of the members of the Board of Education, whichever is greater.
2. Petitions must be filed with the District Clerk at least 30 days prior to the annual election, except for petitions relating to a proposition which must be included in the notice of the annual election (e.g., changing the number of board members). Such petitions must be submitted 60 days in advance of the annual election to facilitate the preparation and printing of the ballots.
3. Propositions must include the specific appropriations necessary for the purposes listed.
4. Wording of a petition must comply with legal requirements. If the wording does not comply, it may be changed or altered by the Board, or the Board may reject a petition for failure to comply.

West Islip Public Schools

5. A separate petition shall be required for each question or proposition;
6. Questions or propositions submitted in accordance with these rules and accepted will be printed on the ballot for the voting machine.

Propositions received in accordance with these specifications will be placed on the ballot as amendments and will be voted upon by the voters in the same manner as the proposed budget, except that the Board shall not be required to place any proposition on the ballot which is within the exclusive province of the Board, or otherwise forbidden by law. No proposition involving the budget may be submitted to the voters more than twice within a twelve month period.

The Board may also, on its own motion, submit propositions.

Improper Advocacy

The district may provide informational material to the voters concerning budgets, propositions, or other matters before the electorate. However, school district funds and resources may not be used to exhort voters to support a particular position. For example, the district will not engage in activities including, but not limited to, sending flyers supporting the budget home with students, providing mailing labels for materials supporting a proposition or using the district e-mail to deliver promotional material for candidates.

Ref: Education Law §§416(3); 1608(2); 1716(2) 1804(4); 1906(1); 2002(1); 2003(1)(2); 2004(1)-(7); 2009; 2021;2022(1), (4)-(5); 2035(2); 2601-a(2)

General Construction Law §60

*Matter of Hebel*, 34 EDR 319 (1994)

*Matter of Martin*, 32 EDR 567 (1993)

*Matter of Como*, 30 EDR 214 (1990)

Adoption date:

- (X) Required
- ( ) Local
- ( ) Notice

SCHOOL DISTRICT RECORDS

~~NOTE: Previously the Board adopted policy 3310, Public Access to Records to this topic. This policy expands upon the previously adopted policy. The regulation and exhibits reflect the language of this policy and are for consideration of the Board.~~

Commented [2]: expands 3310 and also include a regulation and exhibit 1120-R and 1120-E respectively

It is the policy of the Board of Education to inform members of the public about the administration and operation of the public schools in accordance with the Freedom of Information Law of the State of New York.

The Superintendent of Schools shall develop regulations ensuring compliance with the Freedom of Information Law and setting forth the procedures to be followed to obtain access to district records, and submit such regulations to the Board for approval. Such regulations shall address ensuring applicable confidentiality and security of district information. The Superintendent shall designate, with Board approval, a Records Access and Records Management Officer, pursuant to law.

Retention and Destruction of Records

The Board hereby adopts the Records Retention and Disposition Schedule LGS-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, which contains the legal minimum retention periods for district records. In accordance with Article 57-A, the district will dispose of only those records described in the schedule after they have met the minimum retention periods set forth in the schedule. The district will dispose of only those records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods.

The manner of destruction will be determined by the format of the record (i.e., paper, digital, etc.). In addition, destruction will be appropriately documented.

Litigation-Hold

~~NOTE: The policy should recognize that when litigation commences, the district must take steps to retain electronic records that may be discoverable (but might otherwise be deleted in the normal course of operations). NYSSBA recommends the following approach:~~

Commented [3]: Holding of electronic docs for litigation purposes

The Superintendent will establish procedures in the event that the school district is served with legal papers. The Superintendent will communicate with applicable parties, including the school attorney and the records management official, to ensure that, when appropriate, a litigation-hold is properly implemented. The litigation-hold is intended to prevent the destruction or disposal of records that may need to be produced as part of discovery. It is the intention of the Board of Education to comply with applicable rules and regulations regarding the production of necessary documents, data, files, etc. The Board directs the Superintendent to institute such procedures to implement this policy.

~~NOTE: The following paragraph addresses the issue of communicating to staff their responsibility with regard to records retention. It is best practice to have department-specific guidance, such as schedules for the business office, the transportation department, special education, etc. If all record management is done~~



West Islip Public Schools

~~centrally then the following paragraph may not be necessary, or perhaps the language should be changed to reflect how the system is managed in the district and whether there is a need for staff guidance in this area.~~

The Superintendent or his/her designee, with assistance from the Records Management Officer, shall be responsible for developing and disseminating department-specific retention schedules and guidance to staff, as necessary, to ensure adherence to this policy.

Cross-ref: 8630, Computer Resources and Data Management

Ref: Public Officers Law §84 *et seq.* (Freedom of Information Law)  
Education Law §2116  
Arts and Cultural Affairs Law §57.11  
Local Government Records Law, Article 57-A  
Federal Rules of Civil Procedure, 16, 26  
8 NYCRR 185.15 (8 NYCRR Appendix L) – Records Retention and Disposition Schedule LGS-1 for New York Local Government Records

Adoption date:

Commented [4]: Question for Patrick and Cabinet

Are there schedules for record management

SCHOOL DISTRICT RECORDS REGULATION

The following comprises the rules and regulations relating to the inspection and production of school district records:

I. Designation of Officers

1. The Records Access Officer shall be ~~a confidential assistant~~ *[insert appropriate title for the person who handles FOIL requests for the school district]*. He/She shall:

Commented [5]: Do we have a record access officer?  
Do we have a record management officer?

*NOTE: The second bullet addresses the role of the Record Access Officer and Record Management Officer in ensuring protection of sensitive district information. These duties are not explicitly listed in Arts and Cultural Affairs Law 57.19 and Commissioner's Regulations 185.2 (for the Records Management Officer) and State Regulations on the Committee on Open Government 21 NYCRR 1401.2 (for the Records Access Officer), but are consistent with a district's duty to protect sensitive and confidential information.*

- receive requests for records of the Board of Education and make such records available for inspection or copying when such requests are granted;
- ensure that district information that is not permitted to be released is not released (see section IV. Records Exempted from Public Access, below); and
- compile and maintain a detailed current list by subject matter, of all records in the possession of the Board, whether or not available to the public.

*NOTE: We suggest that the Records Management Officer have a role in maintaining information security.*

2. The Superintendent of Schools, with the Board's approval, shall designate a Records Management Officer for the district. The Records Management Officer will develop and oversee a program for the orderly and efficient management of district records, including maintenance of information security as it pertains to release of district records. The Records Management Officer shall ensure proper documentation of the destruction of records, in accordance with the schedule.

II. Definition of Records

1. A record is defined as any information kept, held, filed, produced or reproduced by, with or for the district in any physical form whatsoever, including but not limited to reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or disks, rules, regulations or codes.
2. The Records Access Officer will have the responsibility for compiling and maintaining the following records:
  - a. a record of the final vote of each member of the Board on any proceeding or matter on which the member votes;
  - b. a record setting forth the name, school or office address, title and salary of every officer or employee of the district; and a reasonably detailed current list by subject matter of all records in possession of the district, whether or not available for public inspection and copying.
3. No record for which there is a pending request for access may be destroyed. However, nothing in these regulations shall require the district to prepare any record not possessed or maintained by it except the records specified in II(2), above.

West Islip Public Schools

III. Access to Records

1. Time and place records may be inspected: Records may be requested from, and inspected or copied at, the Office of the Records Access Officer, at District Office during the hours of 8 am and 3 pm on any business day on which the district offices are open. Records may also be requested via e-mail at the following address: Records Access Officer, West Islip UFSD, 100 Sherman Ave, West Islip, NY 11795. This information shall be posted on the district's website.
2. Fees: The fee for documents up to 9 x 14 inches is 25 cents per page. For documents larger than 9 x 14 inches, tape or cassette records, or computer printouts, the cost will be based on the cost of reproduction or program utilized. Fees are subject to periodic review and change. However, no fee shall be charged for records sent via email, the search for or inspection of records, certification of documents, or copies of documents which have been printed or reproduced for distribution to the public. The number of such copies given to any one organization or individual may be limited, in the discretion of the Records Access Officer.
3. Procedures: Requests to inspect or secure copies of records shall be submitted in writing, either in person, by mail or via email, to the Records Access Officer. [Forms are provided (1120-E.1-2) for written and e-mail requests, but are not required.]
4. All requests for information shall be responded to within five business days of receipt of the request. If the request cannot be fulfilled within five business days, the Records Access Officer shall acknowledge receipt of the request and provide the approximate date when the request will be granted or denied.
5. If a request cannot be granted within 20 business days from the date of acknowledgement of the request, the district must state in writing both the reason the request cannot be granted within 20 business days, and a date certain within a reasonable period when it will be granted depending on the circumstances of the request.
6. Denial of Access: When a request for access to a public record is denied, the Records Access Officer shall indicate in writing the reasons for such denial, and the right to appeal.
7. Appeal: An applicant denied access to a public record may file an appeal by delivering a copy of the request and a copy of the denial to the Superintendent within 30 days after the denial from which such appeal is taken.
8. The applicant and the New York State Committee on Open Government will be informed of the Superintendent's determination in writing within 10 business days of receipt of an appeal. The Superintendent shall transmit to the Committee on Open Government photocopies of all appeals and determinations.

IV. Records Exempted from Public Access

The provisions of this regulation relating to information available for public inspection and copying shall not apply to records that:

1. are specifically exempted from disclosure by state and/or federal statute;
2. if disclosed would constitute an unwarranted invasion of personal privacy;
3. if disclosed would impair present or imminent contract awards or collective bargaining negotiations;
4. are confidentially disclosed to the Board and compiled and maintained for the regulation of commercial enterprise, including trade secrets, or for the grant or review of a license;
5. are compiled for law enforcement purposes and which, if disclosed, would:
  - a. interfere with law enforcement investigations or judicial proceedings;
  - b. deprive a person of a right to a fair trial or impartial adjudication;
  - c. identify a confidential source or disclose confidential techniques or procedures, except routine techniques or procedures; or
  - d. reveal criminal investigative techniques or procedures, except routine techniques and procedures;
6. records which if disclosed would endanger the life or safety of any person;
7. records which are interagency or intra-agency communications, except to the extent that such materials consist of:

## West Islip Public Schools

- a. statistical or factual tabulations or data;
  - b. instructions to staff which affect the public;
  - c. final Board policy determinations; or
  - d. external audits, including but not limited to audits performed by the comptroller and the federal government;
  - e. records which are examination questions or answers that are requested prior to the final administration of such questions;
8. records which if disclosed would jeopardize the district's capacity to guarantee the security of its information technology assets (which encompasses both the system and the infrastructure).

*NOTE: The language above was added to bring it into closer alignment with the statute.*

## V. V. Prevention of Unwarranted Invasion of Privacy

To prevent an unwarranted invasion of personal privacy, the Records Access Officer may delete identifying details when records are made available. An unwarranted invasion of personal privacy includes but shall not be limited to:

1. disclosure of confidential personal matters reported to the Board which are not relevant or essential to the ordinary work of the Board;
2. disclosure of employment, medical or credit histories or personal references of applicants for employment, unless the applicant has provided a written release permitting such disclosures;
3. sale or release of lists of names and addresses in the possession of the Board if such lists would be used for private, commercial or fund-raising purposes;
4. disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such records are not relevant or essential to the ordinary work of the Board; or
5. disclosure of items involving the medical or personal records of a client or patient in a hospital or medical facility.

Unless otherwise deniable, disclosure shall not be construed to constitute an unwarranted invasion of privacy when identifying details are deleted, when the person to whom records pertain consents in writing to disclosure, or when upon representing reasonable proof of identity, a person seeks access to records pertaining to him or her.

## VI. Listing of Records

Pursuant to Section 87(3)(c) of the Public Officers Law, the current records retention schedule for school districts, published by the Commissioner of Education, shall serve as the list by subject matter of all records in the possession of the school district, whether or not available under the law. The Superintendent or his/her designee, in consultation with the Records Management Officer, shall develop and disseminate department-specific guidance so that staff can implement this policy and regulation.

## VII. Litigation-Hold

The Superintendent will designate a "discovery" team, comprised of the school attorney, [insert appropriate title for the director of information systems for the school district], the Records Access and Records Management Officer and other personnel as needed.

**West Islip Public Schools**

The discovery team will convene in the event that litigation is commenced to plan to respond to the request for records. The Superintendent, with assistance from the Chief Information Officer, will ensure that measures are put in place to preserve applicable records.

**Adoption date:**

APPLICATION FOR PUBLIC ACCESS TO RECORDS  
(Via Mail or E-Mail)

*NOTE: This form was created by the Committee on Open Government as a model for public agencies, including school districts. NYSSBA has made some adjustments to cover both mail and e-mail requests. The COOG recommends that agencies post this notice on its website.*

*—Please note that persons requesting district records may be urged, but may not be required, to use the district's form. The Board may also edit the form to reflect the specific requirements of the district.*

[Note to the public {for use on district website}: This form's language is optional but may enhance your use of the Freedom of Information Law. You may choose to utilize certain portions that are most applicable to your request. You may cut and paste the entire form into a new e-mail, read all provisions, and delete and/or modify those that do not apply. The subject line of your request should be "FOIL Request".]

West Islip UFSD  
% Records Management Officer  
100 Sherman Ave  
West Islip, NY 11795

@wi.k12.ny.us

Dear Records Access Officer:

1. Please e-mail/mail the following records if possible [include as much detail about the record as possible, such as relevant dates, names, descriptions, etc.]:
2. Please inform me of the appropriate time during normal business hours for inspecting the following records prior to obtaining copies [include as much detail about the records as possible, including relevant dates, names, descriptions, etc.]:
3. Please inform me of the cost of providing paper copies of the following records [include as much detail about the records as possible, including relevant dates, names, descriptions, etc.].
4. If all the requested records cannot be e-mailed/mailed to me, please inform me by e-mail/mail of the portions that can be e-mailed/mailed and advise me of the cost for reproducing the remainder of the records requested (\$0.25 per page or actual cost of reproduction).
5. If the requested records cannot be e-mailed/mailed to me due to the volume of records identified in response to my request, please advise me of the actual cost of copying all records onto a CD or floppy disk.
6. If my request is too broad or does not reasonably describe the records, please contact me via e-mail/mail so that I may clarify my request, and when appropriate inform me of the manner in which records are filed, retrieved or generated. If it is necessary to modify my request, and an e-mail/mail response is not preferred, please contact me at the following telephone number: \_\_\_\_\_.

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name, address and email address of the person or body to whom an appeal should be directed.

**West Islip Public Schools**

**Name:** \_\_\_\_\_

**Address [if records are to be mailed]:** \_\_\_\_\_

**Adoption date:**



AGENCY RESPONSE TO REQUEST FOR RECORDS

*NOTE: This form was created by the Committee on Open Government (COOG) as a model for public agencies, including school districts. The COOG recommends that an agency establish one e-mail address for receipt of e-mail requests for records.*

*The COOG notes that "The form language that follows is optional and may be modified. You may choose to utilize certain portions that are most applicable to your response. It is recommended that you cut and paste the entire form, review all provisions, and delete those that do not apply when responding to a request."*

Dear Applicant for Records:

We received your request for records pursuant to the Freedom of Information Law on [fill in date received, or next business date received, if received after normal business hours]: \_\_\_\_\_.

*NOTE: For each records request, choose the appropriate response(s) from items 1-6 below and fill in the necessary information (see blanks and bracketed text).*

1. Attached are electronic copies/paper copies of the records that you requested.
2. The records that you have requested to inspect will be made available for inspection on [insert date] \_\_\_\_\_ at [insert time] \_\_\_\_\_. After inspecting the records, you may request copies of selected pages, which we will provide to you on or about [insert date] \_\_\_\_\_. If paper copies are required, payment of a fee of \$.25 per photocopy will be charged.
3. The records requested cannot be located with reasonable effort and your request does not reasonably describe records in the possession of this agency. [Indicate information necessary to locate records or the manner in which records are filed, retrieved or generated by the agency in order for the applicant to clarify the request.]
4. This agency does not maintain or possess the records you have requested. [When possible, indicate to whom the request should be directed.]
5. The records sought can not be found after a diligent search.
6. This agency has determined that portions of your request can be denied based on the following [provide reason based on one or more exceptions appearing in §87(2) of the Freedom of Information Law]:  
Accordingly, your request for records is granted in part and denied in part, and

NOTE: Choose one of the following two paragraphs, as appropriate.

- the requested records are attached. Certain portions have been redacted, and/or certain records have not been provided to you based on the explanation above.
- the records are not available electronically. Please remit \$ \_\_\_\_\_. Copies will be provided to you on or about \_\_\_\_\_.

You have 30 days from receipt of a denial of access to records or portions thereof to appeal to:

Name: Paul Romanelli  
Title: Superintendent of Schools  
Address: 100 Sherman Ave, West Islip, NY 11795  
E-mail Address: WI.OfficeofSuperintendent@wi.k12.ny.us



West Islip Public Schools

7. This agency has determined that the records that you requested are not required to be made available to the public based on the following [provide reason based on one or more exceptions appearing in §87(2) of the Freedom of Information Law]:

Accordingly, your request is denied.

You have 30 days from receipt of a denial of access to records to appeal to:

Name: Paul Romanelli  
Title: Superintendent of Schools  
Address: 100 Sherman Ave, West Islip, NY 11795  
E-mail Address: WI.OfficeofSuperintendent@wi.k12.ny.us

8. This agency has determined that it is unable to respond to your request at this time. Accordingly, on or before [insert date within the next 20 business days] \_\_\_\_\_, we will grant and/or deny access in whole or in part.
9. This agency has determined that it is unable to respond to your request in full within the next twenty business days for the following reasons [provide explanation as required by the Freedom of Information Law, §89(3)]: Accordingly, on or before [insert date] \_\_\_\_\_, we will provide and/or deny access in whole or in part. Please advise by reply e-mail if you would prefer that records be made available on a piecemeal basis if it is feasible to do so.
10. Because the records you have requested include a list of names and residence addresses, disclosure may constitute an unwarranted invasion of personal privacy pursuant to §89(2)(b)(iii) of the Freedom of Information Law. If you maintain that such records are not sought for commercial or fund-raising purposes, as a condition precedent to disclosure, please prepare the following statement on a separate sheet of paper, sign it, and mail it to the address indicated below.

I [insert name] \_\_\_\_\_ certify that the requested list of names and addresses will not be used for commercial or fund-raising purposes.

\_\_\_\_\_  
[Signature]

Name: Paul Romanelli  
Title: Superintendent of Schools  
Address: 100 Sherman Ave, West Islip, NY  
E-mail Address: WI.OfficeofSuperintendent@wi.k12.ny.us

11. Because the records you have requested pertain to yourself, but if released to the public would constitute an unwarranted invasion of your privacy, as a condition precedent to disclosure, please prepare the following statement on a separate sheet of paper, sign it, and mail it to the address indicated below, along with copy of your valid driver license or other acceptable form of identification.

I certify that my name is [insert name] \_\_\_\_\_, that I reside at [insert address] \_\_\_\_\_, and that I have attached a copy of my valid driver license or equivalent identification and that the requested records pertain to me.

\_\_\_\_\_

West Islip Public Schools  
[Signature]

*NOTE: NYSSBA recommends that you include a mechanism for acknowledgement of receipt of the records, or receipt of the district's response. In the case of an e-mail the district may accomplish this by including an automatic return receipt. In the case of regular mail, the district can include an acknowledgement as part of the form and request that the individual mail it back in.*

Adoption date:

- Required
- Local
- Notice

MEDIA RELATIONS

*NOTE: Previously the Board adopted policy 3110 which partially touched on this matter. This policy has expanded and recrafted for clarity. This language is for consideration of the Board.*

The Board of Education invites and welcomes the active participation of all forms of mass media, print and electronic, in educating the public and improving education within the district and the wider community. The Board and Superintendent will make every reasonable effort to cooperate with the media by providing accurate information about district operations, to the extent permissible by statute and regulation.

*NOTE: Typically, the Board President and Superintendent have been named as spokespersons for the Board and district, respectively.*

The Board President is designated as the spokesperson for the Board when the Board is making a statement on an issue. If the Board wishes to clarify further, the following optional language may be added: No other member of the Board individually will speak for, or in the name of, the Board unless by explicit direction of the Board. Board members should emphasize to the media when asked to speak as a Board member that they can only speak as private citizens unless they have been empowered by the Board to speak for it.

The Superintendent of Schools is designated as the spokesperson for the district.

All staff intending to release information to the media should first notify the Superintendent. The Superintendent of Schools shall establish all necessary procedures to govern day-to-day interactions between the schools and the news media.

*NOTE: If the Board wishes to establish a policy on blogs and/or social networking sites, this policy offers an opportunity to do so. In some areas of the state, and across the country, Superintendents (and Board members) are blogging as another mechanism for communicating with the public. Many districts are also using Facebook and Twitter as a tool of communication with the community. If the Board wants to offer guidance with regard to this, NYSSBA offers the following or we can help craft language. NYSSBA is not making a recommendation at this time, but is raising the issue for consideration.*

If the Board wishes to address blogs and/or social networking, consider the following: The Board and the Superintendent agree that a blog (short for weblog), which is a log posted on the World Wide Web which may be accessed from the district's homepage, and a presence on social media sites can be beneficial mechanisms for communicating with the community. All postings to the blog and social media sites will be treated with the same care and consideration as any other communication which the Superintendent or his/her designee generates on behalf of the district. Postings will adhere to the standards set in the Board's "acceptable use of computers" policy.

If Board members choose to blog on their own or if the member maintains a social networking presence, the Board member must ensure that is clear that the postings do not represent the Board as a whole.

Commented [6]: Social Media

Cross-ref: 4526, Computer Use in Instruction  
8630, Computer Resources and Data Management

West Islip Public Schools

Ref: Arts and Cultural Affairs Law §61.09

Adoption date:



- ( ) Required
- (X) Local
- (X) Notice

PUBLIC PARTICIPATION AT BOARD MEETINGS

*NOTE: Because school boards are public bodies, the Open Meetings Law (Public Officers Law §§103 et seq.) requires that board meetings conducted to discuss school district business be open to the public (see also Education Law § 1708(3)). There is, however, no law that requires school boards to allow members of the public to speak at school board meetings. The Commissioner of Education encourages school boards whenever possible to allow citizens to speak on matters under consideration (Appeal of Wittneben, 31 EDR 375 (1992)). Public participation at board meetings not only contributes to good decision making, it also fosters good public attitudes about those decisions. Every Board, therefore, should have a policy on this topic.*

*The first paragraph allows for two public comment periods, as appears to be the Board's current practice as noted in Agenda Format (1511).*

*The last paragraph of this policy clarifies that while the Board President is responsible for the orderly conduct of Board meetings and the public participation section(s), it is within the parameters of this policy, applicable law and regulation, and the Board's parliamentary procedure. If necessary, the Board as a whole is able to decide whether or not a speaker's subject matter pertains to district business or an agenda item.*

*This policy is largely new for consideration of the Board. Information from previously adopted policy Public Participation Log (1722) has been included, but please review to ensure it reflects the current practice of the district and desire of the Board.*

Commented [7]: Make sure two comments sections still applicable. Time limit per person and time limit per session

The Board of Education encourages public participation on school related matters at Board meetings, as outlined in this policy. To allow for public participation, a period not to exceed 30 minutes shall be set aside during the first part of each Board meeting for public comment, with priority given to comments on items on the meeting's agenda. A second 30-minute time period will be set aside at the end of each Board meeting for public comment on matters pertaining to the district but not on the agenda. These periods may be extended by a majority vote of the Board.

*NOTE: In the paragraph below this note section, we have provided a process for permitting public comments. If the Board would like a more casual version of this process, which avoids the need to have a sign-up sheet or provide names, use the following text instead:*

*"At the time(s) set aside for public participation, the Board shall permit comments on a first come, first served basis. Persons requesting follow up information shall be asked to provide their name and contact information. To limit comments to matters which may be properly discussed in public session, the district shall request a brief description of the topic to be addressed. Any group or organization wishing to address the Board must identify a single spokesperson."*

Persons wishing to address the Board shall advise the District Clerk by filling out a speaker card within a reasonable time prior to the start of the public comment period of the meeting. The request shall be made in writing on a form provided by the district. To maintain a first come, first served process, the district may request the name of the speaker. For purposes of following up with speakers later, the district may request the speaker's address, telephone number, or email address. To limit comments to matters which may be properly discussed in public session, the district shall request a brief description of the topic to be addressed. Any group or organization wishing to address the Board must identify a single spokesperson.

## West Islip Public Schools

Presentation should be as brief as possible. No speaker will be permitted to speak for longer than three (3) minutes. Speakers may comment on (1) any matter related to district business; (2) any agenda item; or (3) matters related to agenda items specifically or district matters generally, depending on the public participation section.

## Public Participation Log

Any topic discussed during the public participation portion of a Board of Education meeting will be recorded by the District Clerk in a log. Such a log will be maintained for the Board and administration for appropriate future Board action and/or administrative follow-up.

This log will be maintained on a cumulative, annual basis, and monthly updates will be forwarded to Board members. Reference to the existence of this log will be contained in the minutes of the meeting of the Board.

*NOTE: The Board may, by policy, limit the time for a person to speak (Matter of Kramer, 72 St. Dept. Rep. 114 (1951)). The Commissioner has ruled that a school board does not need to permit non-residents to speak at public board meetings, even where the Board has a policy of permitting residents to speak (Matter of Martin, 32 Educ. Dep't Rep. 381 (1992)). However, the State Committee on Open Government has indicated that such a practice would violate the Open Meetings Law. The Committee agrees with the Commissioner that school boards are not required to allow members of the public to speak at board meetings in the first place, but cautions that if a school board permits public participation, it may not discriminate between residents and non-residents (NYS Department of State, Committee on Open Government, OML AO #2696, January 8, 1997 and OML AO #2727, February 27, 1997). This policy does not include a restriction on comments to district residents. If the Board wishes to do so, it should consult with its school attorney. This could have the effect of prohibiting comments from, for example, district staff, district business owners, district property owners, parents of non-resident students, and future district residents.*

The Board will not permit in public session discussion involving individual district personnel or students. Persons wishing to discuss matters involving individual district personnel or students should present their comments and/or concerns to the Superintendent during regular business hours.

All speakers are to conduct themselves in a civil manner. Obscene language, libelous statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated.

Persons making presentations at a Board meeting will address remarks to the President and may direct questions or comments to Board members or other district officials only upon the approval of the President. Board members and the Superintendent shall have the privilege of asking questions of any person who addresses the Board.

Questions and comments from the public concerning matters which are not on the agenda will be taken under consideration and referred to the Superintendent for appropriate action. Persons wishing to have matters included on the agenda shall contact the Superintendent in accordance with Policy 2342, Agenda Preparation and Dissemination.

*NOTE: Allowing the President to rule on whether a speaker's comments do or do not pertain to an agenda item or district business helps to streamline the process. However, the Board as a whole has the option to make those determinations, either for every speaker or on an as-needed basis.*

The President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented, as outlined in this policy and applicable provisions of law and regulation, and subject to the Board's

West Islip Public Schools

parliamentary procedure. The President shall have the right to discontinue any presentation which violates this policy.

*NOTE: Once a policy on public participation at Board meetings is adopted, many Boards of Education routinely provide this information in a brochure available to the public attending Board meetings. In addition, the President of the Board often reviews the general rules related to public comment prior to the beginning of public participation.*

Commented [8]: BOE Brochure about Opens Meetings Law, Committee On Open Govt., Roberts Rules, Public Comment Rules

Cross-ref: 2342, Agenda Preparation and Dissemination

Ref: *Appeal of Kushner*, 49 EDR 263 (2010) (boards not required to allow the public to speak)  
*Matter of Martin*, 32 EDR 381 (1992) (boards need not permit nonresidents to speak)  
*Appeal of Wittneben*, 31 EDR 375 (1992) (boards encouraged to permit citizens to speak)  
*Matter of Kramer*, 72 St. Dept. Rep. 114 (1951) (boards may put time limits on public speaking)  
NYS Department of State, Committee on Open Government, Advisory Opinions OML-AO-#2696 (Jan. 8, 1997), OML-AO-#2717 (Feb. 27, 1997), OML-AO-#3295 (Apr. 16, 2001), OML-AO-#3518 (Aug. 30, 2002), OML-AO-#4141 (Feb. 24, 2006), OML-AO-#4044 (Sept. 30, 2005), OML-AO-#4292 (Dec. 6, 2006)

Adoption date:

- ( ) Required  
 (X) Local  
 (X) Notice

### PUBLIC COMPLAINTS

*NOTE: This policy is as previously adopted under 3230. Please review to ensure it reflects the Board's current wishes and current district practice. Please see the note in the policy regarding the new section.*

Complaints by citizens regarding any facet of the school operation often can be handled more satisfactorily by the administrative officer in charge of the unit closest to the source of the complaint. In most instances, therefore, complaints will be made to the building principal and/or his/her assistant if the matter cannot be resolved by the teacher, coach, or other school employee.

If the complaint and related concerns are not resolved at this level to the satisfaction of the complainant, the complaint may be carried to the Superintendent and/or one of his/her assistants. Unresolved complaints at the building level must be reported to the Superintendent by the building principal. The Superintendent may require the statement of the complainant in writing.

If the complaint and related concerns are not resolved at the Superintendent level to the satisfaction of the complainant, the complaint may be carried to the Board of Education. Unresolved complaints at the Superintendent level must be reported to the Board of Education by the Superintendent. The Board of Education reserves the right to require prior written reports from appropriate parties.

#### Complaints Regarding Title I of the ESEA or Academic Intervention Services

Commented [9]: This portion is new.

*NOTE: SED has a suggested Title I complaint procedure where the complaint goes first to the Superintendent, and then to SED. We have followed that process below. However, the district could establish a different process; for example, require a complainant to submit complaints first to the Building Principal, then the Superintendent, and finally the Board, before submitting the complaint to SED.*

Any person or entity representative alleging the district has not upheld its responsibilities under Title I of the Elementary and Secondary Education Act (ESEA), as well as the district's responsibilities for Academic Intervention Services under the Commissioner's regulations section 100.2(ee), may submit a complaint in writing to the Superintendent. After 30 days, any decision of the Superintendent which is unsatisfactory to the complainant, or the district's lack of a response to the complaint, may be appealed to the State Education Department (SED).

All such complaints to SED must, as outlined by SED (see the following website: <http://www.p12.nysed.gov/accountability/T1/complaintappeals.htm>):

1. Be submitted in writing to New York State Education Department, Title I School & Community Services Office, Room 320 EB, 89 Washington Avenue, Albany, NY 12234;
2. Be signed by the person or agency representative filing the complaint;
3. Specify the requirement of law or regulation being violated and the related issue, problem, and/or the concern;
4. Contain information/evidence supporting the complaint;
5. State the nature of the corrective action desired;
6. Contain a copy of the original signed complaint; and
7. Contain a copy of the district's response to the original complaint, or a statement that the district failed to respond or resolve the issue within 30 business days.



**West Islip Public Schools**

The district shall disseminate this complaint procedure to parents of students in Title I funded programs, as well as school officials at nonpublic schools for which the district administers or implements Title I funds or programs.

Ref: 20 USC §7844 (ESEA)  
34 CFR §§299.10 – 299.12 [299.11(d) – LEAs must disseminate, free of charge, adequate information about the complaint procedures to parents of students, and appropriate private school officials or representatives.]  
8 NYCRR §100.2(ee) (Academic Intervention Services)

Adoption date:

- ( ) Required
- (X) Local
- (X) Notice

### COMPLAINTS ABOUT CURRICULA OR INSTRUCTIONAL MATERIALS

*NOTE: This policy is as previously adopted under 8330. Please review carefully to ensure it reflects the current practice of the district and desires of the Board.*

Commented [10]: Challenged materials process

The Board of Education recognizes students' rights of free access to many different types of books, media, and instructional materials and the right of teachers and administrators to recommend books and other materials for selection by the Board in accord with current trends in education, and to make them available in the schools.

The Board's aim is to provide materials that present all points of view concerning the problems and issues of our times; international, national and local. Books and other reading material shall be chosen for values of interest and enlightenment of all students in the community. A book shall not be excluded because of the race, nationality, political or religious views of its author or its style and language. Books and other reading materials of such factual authority shall not be precluded from nor removed from the library or classrooms because of partisan or doctrinal approval or disapproval.

#### Procedures for Handling Challenged Materials

The Superintendent of Schools shall promulgate regulations, subject to Board approval, for addressing a complaint about instructional materials. An Instructional Review Committee shall be appointed at the Annual Reorganization meeting. The members of the committee shall be recommended by the Superintendent and appointed by the Board.

All complaints concerning textbooks, library books and other instructional material shall be submitted to the principal of the building where the material is being challenged. The complaint procedures shall include:

1. An opportunity for an informal conference with the principal and appropriate program supervisor of the building where the material is being challenged;
2. The submission of a formal written complaint to the Assistant Superintendent for Curriculum on a prescribed form, which shall be sent to the Superintendent with the principal's recommendation;
3. A review of the complaint by the Instructional Review Committee, with the principal and program supervisor's recommendation, which will make recommendations to the Superintendent concerning the disposition of any complaint;
4. A decision by the Superintendent, upon review of the complaint and the recommendation of the principal, the program supervisor and the committee; and
5. An appeal to the Board of Education. The decision of the Board shall be final.

#### Procedures for Handling Complaints Concerning Curricula

All complaints concerning the content of any curriculum in the district shall be offered to the Superintendent of Schools. The Superintendent shall promulgate regulations subject to Board approval establishing a compliant procedure similar to those established for complaints about instructional materials.

West Islip Public Schools

Ref: Education Law §§1709(15); 1711(2)(f)  
*Board of Educ., Island Trees UFSD v. Pico*, 457 US 853 (1982)

Adoption date:

COMPLAINTS ABOUT CURRICULA OR  
INSTRUCTIONAL MATERIALS REGULATION

*NOTE: Although the board did address the procedures in the policy itself, the Board may wish to consider the steps below to further clarify what those steps are for transparency with the community.*

The following procedures shall apply to the handling of complaints concerning any textbook, library book or material and any other instructional material used in district schools.

1. When a person has a complaint concerning a textbook, library book or other instructional material and protests its use in class or its availability in a school library, the Building Principal shall hold an informal meeting with the complainant and the teacher, librarian, or other staff member who is using or providing the book or material. At this meeting, the complainant will be asked to make clear his or her objection to the material; the teacher or librarian will be asked to explain the educational value of the material.
2. If the complaint is not resolved informally, the complainant may file a formal written complaint with the Superintendent of Schools on a form provided for this purpose.
3. Upon receiving a formal written complaint, the Superintendent shall designate an Instructional Review Committee, consisting of a secondary and elementary administrator, a librarian, an elementary and secondary teacher and a community member as appropriate, to investigate and judge the challenged material.
4. The committee shall:
  - a. read and examine the challenged materials;
  - b. consider the specific objections to the material voiced by the complainant;
  - c. weigh the values and faults of the material as a whole;
  - d. consider oral presentations made to the committee, if any;
  - e. where appropriate, solicit advice or opinion from other district faculty and/or relevant professional organizations such as the American Library Association, the National Council of Teachers of English, National Council of Social Studies Teachers; and
  - f. issue a report to the Superintendent containing its recommendations concerning any complaint.
5. The Superintendent shall review the report of the committee, make a decision and notify the complainant and appropriate staff.
6. If the complainant is not satisfied with the Superintendent's decision he/she may refer the complaint to the Board. The Superintendent will deliver a copy of his/her decision and the committee's report to the Board for its consideration. The final decision shall be made by the Board.

Adoption date:

- ( ) Required
- (X) Local
- (X) Notice

PUBLIC USE OF SCHOOL FACILITIES

~~NOTE: Previously the Board adopted policy 3280 in regard to this matter. This policy is similar in nature and content but has been recrafted and reorganized for clarity. This version is for consideration of the Board.~~

Commented [11]: 3280- reflects and replaces

While the district’s school buildings and grounds are maintained primarily for the purpose of educating students within the district, the Board of Education recognizes that the buildings and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with educational activities. This policy is intended to identify the uses that community groups may make of those facilities.

Permitted Uses

~~NOTE: The Permitted Uses section of the policy should identify the specific uses authorized by the Board. In deciding what uses it wishes to permit, the Board has very broad discretion, so long as the uses are among those the State Legislature has permitted pursuant to Education Law §414. It is important that the Board understand that while it may permit its facilities to be utilized by outside groups for the purposes listed in §414, it is not required to open its facilities to any group for purposes that are not directly school-related. As the Commissioner of Education has stated, “[section 414] places no obligation on the Board to grant use of school buildings to anyone” (Matter of Ellis, 77 St. Dept. Rep.32 (1956)). As a practical matter, it is highly unlikely that the Board would want to place a total ban on the use of district facilities by the public.~~

~~The list of permitted uses set forth in this sample policy reflects virtually the entire list contained in Education Law §414, and therefore is as broad as the law allows. The Board should be aware that the broader the list of permitted uses, the more likely it is that the district will face litigation if and when it decides to deny use. As such, the Board should give careful consideration to the issue of permitted uses.~~

Commented [12]: I am wondering given this description if Building Use Insurance Compliance should be something done by a confidential not office assistant?

District facilities may be used for the purposes listed below, subject to the conditions and restrictions set forth in this policy.

1. Instruction in any branch of education, learning or the arts.
2. Public library purposes, subject to provisions of the Education Law, or as stations of public libraries.
2. Social, civic (including but not limited to meetings of parent associations and parent-teacher associations) and recreational meetings and entertainments, or other uses pertaining to the welfare of the community, so long as such uses are non-exclusive and open to the general public.
3. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.
4. Polling places for holding primaries and elections, and for the registration of voters.
5. Civic forums and community centers.
6. Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.
7. Child-care programs when school is not in session, or when school is in session for the children of students attending schools of the district and, if there is additional space available, for children of employees of the district.

West Islip Public Schools

*NOTE: Item 8 below reflects a permitted use under Education Law §414. However, as the district is not required to allow this use, please be sure to only include it if it is intended.*

Commented [13]: check w boe

- 8. Licensed school-based health, dental or mental health clinics as defined in Education Law §414, operated by an entity other than the school district.
- 9. Graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.

*NOTE: Item 10 below reflects a permitted use under Education Law §414. However, as the district is not required to allow this use, please be sure to only include it if it is intended.*

Commented [14]: check w boe

- 10. Classes of instruction for intellectually disabled minors operated by a private organization approved by the Commissioner of Education.

*NOTE: The paragraph below reflects a provision of Education Law §2-a.*

Additionally, as a condition of receiving state funding, the district permits access to military recruiters to school buildings, grounds and facilities to the same extent it provides access to those who inform students of educational, occupational or career opportunities.

Prohibited Uses

*NOTE: Although §414 does not include a provision related to the authority on the part of religious institutions to utilize school premises after school hours for religious purposes, the United States Supreme Court in previous decisions (Lamb's Chapel v. Center Moriches and Good News Club v. Milford) has determined that if other outside groups are permitted to utilize school facilities to express their positions on certain subject matters, religious organizations cannot be excluded from utilizing school premises for the purposes of expressing their religious viewpoint on such matters. In short, prior to any school district excluding a religious institution from utilizing school facilities after school hours, they would be wise to consult their school attorneys given the complexity of this constitutional area of law. In addition, interpretation of the First Amendment and Education Law §414 related to whether outside groups are entitled to utilize school premises after school for the purpose of holding religious worship services has been the subject of much litigation. In May of 2015, the U.S. Supreme Court left intact an April 2014 ruling by the U.S. Court of Appeals for the 2<sup>nd</sup> Circuit (with jurisdiction over New York State) that the New York City Department of Education may prohibit the use of school property for "religious worship services, or otherwise using a school as a house of worship" (Bronx Household of Faith v. Board of Education of the City of New York). Boards wishing to preclude religious groups from using their facilities for such purposes should proceed with caution and should consult with their school attorneys before taking action, since this is an area of law that is so complex.*

Any use not permitted by this policy is prohibited. In addition, the following uses are specifically prohibited.

*NOTE: Pursuant to Education Law §414, district facilities may be used for political meetings if the use is authorized by the voters or, in city school districts, authorized by the Board.*

- 1. Meetings sponsored by political organizations.

*NOTE: The use cited in item B below reflects the specific prohibition under by Education Law §414.*

- 2. Meetings, entertainments and occasions, where admission fees are charged, that are under the exclusive control of and the proceeds are to be applied for the benefit of a society, association or organization of a

## West Islip Public Schools

religious sect or denomination or of a fraternal, secret or exclusive society or organization, other than veterans' organizations or volunteer fire fighters or volunteer ambulance workers.

### Conditions of Use for District Facilities

*NOTE: Adoption of this section of the policy will require the district to establish a fee schedule. The fee schedule need not but may be attached to the policy as an exhibit.*

Commented [15]: Do we have a fee schedule?

1. Use of district facilities may be permitted unless such facilities are in use for school purposes, or during educational programs. The district reserves exclusive and non reviewable judgment to determine if a requested use would interfere with or disturb the district's educational programs.
2. To ensure that district facilities are preserved for the benefit of the greater district community, only community based groups and organizations (that is, groups which are located within the geographic area covered by the district) may be granted access to district facilities.
3. Use of district facilities will be permitted only where the applicant agrees to pay the district a user fee according to a schedule adopted by the district to cover the costs of heat, electricity, maintenance, custodial services and any other expenses associated with the requested use. Use is further conditioned upon the applicant's agreement to pay additional fees associated with the use of any additional services or equipment. The district retains the right to condition use upon an applicant depositing with the district a sum equaling the estimated costs and fees associated with the proposed use 10 days in advance of the requested use. The district retains the further right to waive user fees for groups that are associated with or sponsored by the district.
4. Where, in the judgment of the district, the requested use of district facilities requires special equipment or supervision, the district reserves the right to deny such use, or in the alternative, to condition such use upon the applicant's payment of additional fees in accordance with paragraph C above. Only authorized personnel shall operate district equipment.
5. Use of district facilities will only be permitted where the organization provides the district timely evidence of adequate insurance coverage (\$1,000,000 minimum) to save the district harmless from all liability, property damage, personal injuries and/or medical expenses. The district will exercise complete and unreviewable discretion regarding what constitutes adequate insurance coverage for each proposed use.
6. The Board reserves the discretion to deny use of district facilities described above, or to terminate use of district facilities:
  - a. By an applicant who has previously misused or abused district facilities or property or who has violated this policy;
  - b. For any use which could have the effect of violating the Establishment Clause of the United States Constitution or other provisions of the United States or New York State Constitutions;
  - c. For any use which, in the estimation of the Board, could reasonably be expected to or actually does give rise to a riot or public disturbance;
  - d. For any use which the Board deems inconsistent with this policy;
  - e. For any use by a private for-profit entity that has the direct or indirect effect of promoting the products or services of such entity;
  - b. In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
  - c. For any use prohibited by law.

### Application Procedure for Use of District Facilities

*NOTE: Adoption of this section of the policy will require the district to establish a use permit application. Among other things, the district may wish to use the application form to notify applicants of a variety of additional conditions governing use of district facilities such as:*

*b. The number of persons admitted for a function must not exceed room capacity limits.*

West Islip Public Schools

- ~~e. Whenever inclement weather or an emergency situation cause the closing of district schools, all after school functions scheduled for that day will be canceled.~~
- ~~d. The person in charge of a function must notify persons in attendance, at the beginning of the function, of the procedures to be followed in the case of an emergency.~~
- ~~e.a. In the case of an accident resulting in injury to any person or damage to personal property, the incident must be reported in writing to the Superintendent within a specified after the function.~~

1. All applications for use of school facilities shall be made in writing and submitted to the Superintendent of Schools at least 30 days prior to the date of the requested use. A use permit application is available in the Superintendent's office.
2. The applicant must clearly and completely describe the intended use of the district facility in the application.
3. All applicants must review this policy prior to submitting the application. All applications must be signed by an authorized agent of the group or organization requesting use. The applicant's signature on the application shall attest to the group or organization's intent to comply with all Board policies and regulations and to use district facilities strictly in accordance with the use described in the application.
4. All applicants must agree to assume responsibility for all damages resulting from its use of district facilities. Proof of adequate insurance must be provided by the applicant at least 10 days before the date of the requested use.
5. Permits shall be valid only for the facility, use, dates and time specified in the permit. No adjustment to the permit is allowed except with the prior written approval of the Superintendent. Permits shall not be transferable.
6. The Superintendent is authorized to alter or cancel any permit if it becomes necessary to use the facility for school purposes or for other justifiable reason.
7. With regard to scheduling activities, the district retains the right to give preference to groups and organizations which are associated with or sponsored by the district.
8. Issuance of a permit shall not limit the right of access to the facility by district staff.

Reimbursement and Accounting Procedures:

Any group that fails to reimburse the District for expenses incurred within sixty days of billing will not be permitted any further permits until arrears are met. Any group that uses facilities for fund raising must provide an itemized accounting of revenues and expenditures within sixty (60) days of the event. Failure to comply will result in a denial of future permits.

Ref: Education Law §§2-a; 414

Adoption date:

1530

(X) Local

( ) Required

(X) Notice



West Islip Public Schools

SMOKING AND OTHER TOBACCO USE ON SCHOOL PREMISES

*NOTE: Similar in nature to previously adopted policy 5640, Smoking/Tobacco Use, this policy has been recrafted for clarity and updated to include distances, and e-cigarettes. This version is new for consideration of the Board.*

Due to the health hazards associated with smoking, and in accordance with federal and state law, the Board of Education prohibits smoking and all other tobacco use, and use of an electronic cigarette or e-cigarette, in all school district buildings, on school grounds, and in any vehicle used to transport children or personnel. Smoking or tobacco use is also prohibited within 100 feet of all school entrances, exits and outdoor areas, except where that is a residence or residential property. "Electronic cigarette" or "e-cigarette" means an electronic device that delivers vapor which is inhaled by an individual user (including vaporizers, vapor pipes, and vape pens), and shall include any refill, cartridge and any other component of such a device.

*NOTE: The Board may designate any member of the staff as the agent responsible for informing individuals they are in violation of the Public Health Law. We have developed this policy to designate the Superintendent (see below). If the Board wishes to designate another staff member, please modify the policy accordingly.*

The district's smoking policy shall be prominently posted in each building, at designated outdoor locations on school premises (e.g. athletic fields) and in all district vehicles. The Board designates the Superintendent of Schools or his/her designee as agent responsible for informing individuals smoking cigarettes or e-cigarettes, or using tobacco unlawfully that they are in violation of Article 13-E of the Public Health Law and/or Section 409 of the Education Law and/or the federal Pro-Children Acts of 1994 and 2001. Persons in violation of this policy will be asked to stop. Students and staff may be subject to consequences outlined in the Code of Conduct, and visitors or contractors may be asked to leave school property.

Commented [16]: no smoking stickers in all vehicles

Cross-ref: 5300, Code of Conduct

Ref: Education Law §§409(2)  
Public Health Law Article 13-E  
Public Health Law §§206; 340; 347; 1399-aa  
The Pro-Children Act of 2001, 20 U.S.C. §§7181 *et seq.*  
The Pro-Children Act of 1994, 20 U.S.C. §§6081 *et seq.*

Adoption date:

( ) Required  
(X) Local  
(X) Notice

HOME-SCHOOLED STUDENTS

*NOTE: This policy is similar in nature to previously adopted policy 8470 Home Schooling (Permanent Instruction) but has been expanded and updated to reflect clarifications in law. This version is for consideration of the Board.*

The Board of Education shall ensure that children instructed at home are taught by a competent instructor and receive an education substantially equivalent to that offered in the district's schools.

Parents/Guardians who wish to educate their children at home must submit to the district an individual home instruction plan (IHIP), outlining the educational goals to be met and the course materials and syllabi to be used each year for the child's learning process. The district may accept or deny an IHIP. Parents/Guardians must submit quarterly reports which will provide the district with the necessary information to make determinations of substantial equivalency and competency of instruction on an ongoing basis.

Parents/Guardians may appeal to the Board a determination by the Superintendent of Schools or designee that an IHIP is not in compliance with the Regulations of the Commissioner of Education. Parents/Guardians shall have the right to appeal the final determination of the Board to the Commissioner of Education within 30 days of receipt of such determination.

Special Education

*NOTE: This section reflects Chapter 217 of the Laws of 2008 which amended §3602-c of Education Law. The amendment deems home-schooled students with disabilities, and students suspected of having a disability, to be nonpublic school students solely for the purpose of receiving special education services during the school year.*

A student with an IHIP, who is a resident of the school district and has a disability, or is suspected of having a disability, is eligible to receive services from the school district, in accordance with law, regulation and district policy (4321 et. seq.). A parent/guardian must request special education services in writing to the Board by June 1<sup>st</sup>, unless the child is first identified or moves into the district after June 1<sup>st</sup>. In that case, the parent/guardian must request the services within 30 days of being identified or of moving into the district.

Special education services will be provided on an equitable basis compared to programs and services provided to other students with disabilities attending public or nonpublic schools within the district. The Board will determine the location where services will be available to home schooled students.

Participation in Extracurricular Activities

*NOTE: Students who are not immunized and are not entitled to a medical exemption to vaccinations and who receive instruction at home by their parents are not entitled to participate in credit bearing activities, or interscholastic or intramural sports. However, SED guidance advises that the Board of Education may permit such students to participate in the district's other school sponsored, extracurricular activities. If the Board wishes to do this, it should adopt policy language such as that in the paragraph below.*

Commented [17]: Discussion Item

## West Islip Public Schools

*However, in keeping with the provisions of state law, to protect district students from contracting certain communicable diseases in the school setting, we advise that the district should only permit such participation by homeschooled students who can show acceptable evidence of either (1) immunization from the same communicable diseases that is required for attendance at public school, or (2) documentation of a need for a medical exemption. This would require districts to check documentation of immunization or medical exemptions, which can be done through the New York state Immunization Information System. The alternative approach would be to not permit participation by any homeschooled student. That alternative language is shown in the next NOTE field below.*

Formatted: Highlight

Students instructed at home by their parents are not entitled to participate in interscholastic or intramural sports. However, the Board shall permit such students to participate in other school-sponsored extracurricular activities as long as they can provide either documentation of immunization to, or a medical exemption for immunization from, the same communicable diseases required for entry into the public schools. Specifically, the Board will permit home-schooled students to:

- participate in non-credit-bearing organized school activities such as clubs that are not open to the general public;
- participate in band and/or receive music lessons only if these activities are considered to be extra-curricular (not credit-bearing or graded or required for class); and
- use school facilities such as the library, career information center and gymnasium if there is mutual agreement on the part of all involved parties.

*NOTE: If the Board wishes to restrict participation in school activities for all homeschooled students, the following language may be used instead: "Students instructed at home by their parents are not permitted to participate in district activities or use district facilities, other than as permitted under district policy 1500, Public Use of School Facilities."*

Formatted: Highlight

1741

## Instructional Materials

The Board authorizes the Superintendent to loan instructional materials, if available, to students receiving home instruction. The Superintendent or his/her designee shall determine the availability of resources and develop appropriate procedures.

Cross-ref: 4321, Programs for Students with Disabilities, *et seq.*  
5420, Student Health Services

Ref: Education Law §§ 3204(2); 3210(2)(d); 3602-c (2-c)  
Public Health Law § 2164 (as amended by Chapter 35 of the Laws of 2019)  
8 NYCRR §§ 100.10; 135.1; 135.4  
*Appeal of Ponte*, 41 EDR 174 (2001)  
*Matter of Abookire*, 33 EDR 473 (1994)  
State Education Department Memorandum, "New Requirements for the Provision of Special Education Services to Home-Instructed ("Home-Schooled") Students, July 2008  
State Education Department Memorandum, "Home Instruction Questions and Answers,"  
<http://www.p12.nysed.gov/sss/homeinstruction/homeschoolingqanda.html>, Sept. 2016

Adoption date:

- ( ) Required
- (X) Local
- (X) Notice

DONATIONS, GIFTS, AND GRANTS TO THE DISTRICT

*NOTE: This policy is similar in nature to the previously adopted policy 5230, Gifts, Grants, and Bequests, but it has been expanded and recrafted for clarity. Underlined language is new for consideration of the Board and comments have been inserted in the margins as necessary.*

Unsolicited Gifts and Donations from the Public

*NOTE: This section of the policy regards acceptance of gifts by the Board.*

The Board may accept gifts, grants and/or bequests of money, real or personal property, as well as other merchandise which, in view of the Board, add to the overall welfare of the School District, provided that such acceptance is in accordance with existing laws and regulations. However, the Board is not required to accept any gift, grant or bequest and does so at its discretion, basing its judgment on the best interests of the District. Furthermore, the Board will not accept any gift, grant or bequest which constitutes a conflict of interest and/or gives an appearance of impropriety.

The Board reserves the right to refuse to accept any gift which does not contribute towards the achievement of the district's goals, or the ownership of which would deplete the resources of the district. In accepting or rejecting gifts and donations, the Board will review the following factors:

1. The terms of the gift must identify:
  - a. the subject of the gift;
  - b. the purpose of the gift;
  - c. the beneficiary or beneficiaries if any; and
  - d. all conditions or restrictions that may apply.
2. The gift must not benefit a particular or named individual or individuals.
3. If the purpose of the gift is an award to a single student, the determination of the recipient of such award shall be made on the basis that all students shall have an equal opportunity to qualify for it in conformance with federal and state law.
4. If the gift is in trust, the obligation of the investment and reinvestment of the principal shall be clearly specified and the application of the income or investment proceeds shall be clearly set forth.
5. No gift or trust will be accepted by the Board unless:
  - a. it is in support of and a benefit to all or to a particular public school in the district; or
  - b. it is for a purpose for which the school district could legally expend its own funds; or
  - c. it is for the purpose of awarding scholarships to students graduating from the district.

Any gift rejected by the Board shall be returned to the donor or his/her estate within 60 days together with a statement indicating the reasons for the rejection of such gift.

Soliciting and Accepting Gifts, Grants or Donations

*NOTE: This section is intended to address all instances of the district soliciting grants or donations. This includes applying for private and government grants, as well as fundraising websites such as Donors Choose. (Student fundraising is covered by policy 5251.) We have drafted this sample policy to require district*

Commented [18]: This portion is new.

Commented [19]: Grants less than \$50K are ok anything over \$50K needs BOE Approval

## West Islip Public Schools

~~approval for all solicitations/applications. It is worth noting that Donors Choose does not require prior approval, but does involve Building Principals in their process. If the district does not wish to require prior approval, please modify as appropriate by deleting or editing the first two paragraphs below.~~

Prior to seeking any grant or donation, the applicant must obtain prior approval from the district. Teachers seeking grants or donations for their classroom must obtain approval from the Building Principal. Other staff or administrators seeking grants or donations to benefit an entire school or the district as a whole must obtain approval from the Superintendent or his/her designee. Grant applications for funding of more than \$50,000 require prior approval by the Board of Education.

Approval shall depend on factors including, but not limited to: compatibility with the district's educational program and standards; availability of existing district resources; whether ownership would deplete district resources; and its impact on the equitable distribution of district resources.

All grants and donations must benefit the district and be congruent with the following principles:

1. The district's mission, vision, core values and beliefs.
2. The district and school goals that positively impact student performance.
3. The district's instructional priorities and strategies.
4. Equity in funding.
5. Conform to district governance and decision-making procedures of the Board, central office and building-level staff.
6. Provide a value or benefit that is greater than the obligation under the grant award.
7. Not violate management and/or bargaining unit rights and responsibilities.
8. Not carry any conditions that would divert school or district efforts away from the district's primary mission.

The Board reserves the right to deny approval of solicitation of any funding or grant application which does not contribute towards the achievement of the district's goals, or which would deplete the resources of the district. The Board may approve seeking grants which require a match of district funds or resources when the initiative has been identified as a priority by the Board and when such funds are planned as part of the district budget process or can be accommodated by the current budget.

All solicited grants and donations must be formally accepted by the Board.

## Coordinating with Support Organizations

~~NOTE: This section aligns with our sample policy 1222, Relationship with Booster Organizations, to encourage or require (at the district's option) prior coordination when raising funds for the district.~~

The district ~~choose one:~~ encourages/requires independent support organizations (e.g., booster clubs, parent-teacher associations, education foundations) seeking to make a contribution of money or property to first meet with the Superintendent to identify the terms and conditions of the proposed gift and the needs of the district. The Board must approve such gifts and donations prior to any public announcement of the contribution.

Commented [20]: This portion is new.

## Accounting for, and Oversight of, all Donations, Gifts, and Grants

~~NOTE: The first paragraph below encompasses district control over all items accepted or solicited by, or awarded to, the district.~~

Commented [21]: This portion is new.

West Islip Public Schools

All gifts, donations, grants, funds, property, and materials received by the district become the property of the district. Such items may not be returned without the approval of the Board. All items are subject to the same controls and regulations as other district property, and shall be deposited or inventoried accordingly.

*NOTE: The following paragraph is optional. NYSSBA recommends that boards exercise oversight over the gifts, grants and donations received by the district, and recommends the following approach. NYSSBA understands that the issue of disparities among schools of the district can be a very complicated one. Boards need to balance its responsibility to provide for equal educational opportunities for all district students, while understanding that some parents want to provide extra resources for their children.*

The Board shall receive a report [~~insert frequency, e.g., annually~~] of all gifts, donations, grants, funds, property, and materials received by the district during the school year, and where each was used. It is the goal of the Board to properly account for all district resources and to monitor the distribution of those resources to minimize disparities between schools within the district.

Cross-ref: 1222, Relationship with Booster Organizations  
1225, Relationship with Local Educational Foundations  
2160, School District Officer and Employee Code of Ethics  
5251, Student Fund Raising Activities  
6640, Inventories

Ref: Education Law §1709(12)

Adoption date:

- (X) Required
- ( ) Local
- ( ) Notice

PARENT AND FAMILY ENGAGEMENT

*NOTE: A policy on parent and family engagement is required for receipt of federal Title I funds. This policy reflects the changes issued in the Every Student Succeeds Act (ESSA). This federal law, which reauthorized the Elementary and Secondary Education Act (last reauthorized by the No Child Left Behind Act), made many changes impacting school districts that accept federal funds. For this policy, the requirement for "parent involvement" was expanded in some areas to "parent and family engagement." Federal regulations for ESSA are still in development, and New York State may pass further laws and issue additional regulations in implementing ESSA for parent and family engagement.*

*— Please note the law was very specific regarding which changes needed to include "family member" — not all of the actions did. The changes below reflect the requirements. However, ESSA does not define the term "family," and we realize that this could have a real impact on districts in terms of numbers of people included in engagement activities. As more clarity is available on this issue, we will notify our subscribers accordingly.*

*— Touched on in previously adopted policy 8260, Programs and Projects Funded by Title I, this version is expanded and has been updated to reflect the changes noted above. This version is for consideration of the Board.*

The Board of Education believes that positive parent and family engagement is essential to student achievement, and thus encourages such involvement in school educational planning and operations. Parent and family engagement may take place either in the classroom or during extra-curricular activities. However, the Board also encourages parent and family engagement at home (e.g., planned home reading time, informal learning activities, and/or homework "contracts" between parents, family members and children). The Board directs the Superintendent of Schools to develop a home-school communications program in an effort to encourage all forms of parent and family engagement.

Title I Parent and Family Engagement- District Level Policy

*NOTE: Under the federal No Child Left Behind Act of 2001, modified by the Every Student Succeeds Act (ESSA) of 2015, school boards receiving federal Title I funds must adopt a written parent and family engagement policy that is developed jointly with, agreed on with, and distributed to, parents and family members of participating children and is incorporated into the district's Title I plan. Under ESSA, this requirement has been modified, but stands.*

Consistent with the parent and family engagement goals of Title I, Part A of the federal No Child Left Behind Act of 2001 (NCLB) and its reauthorization in the Every Student Succeeds Act (ESSA), the Board of Education will develop and implement programs, activities and procedures that encourage and support the participation of parents and family members of students eligible for Title I services in all aspects of their child's education. The Board also will ensure that all of its schools receiving Title I, Part A funds develop and implement school level parent and family engagement procedures, as further required by federal law.

*NOTE: The definition of "parental involvement" is contained in a separate section of federal law from the policy requirements, and has not changed to include family members.*

For purposes of this policy, parental involvement refers to the participation of parents in regular, two-way, and meaningful communication, involving student academic learning and other school activities.

## West Islip Public Schools

At a minimum, parent and family engagement programs, activities and procedures at both the district and individual school level must ensure that parents and family members:

- Play an integral role in assisting their child's learning;
- Are encouraged to be actively involved in their child's education at school; and
- Are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

*NOTE: The definition of the term "parents" in the paragraph below is as defined in Title I. However, as explained above, the term "family" is NOT defined in federal law. We have clarified that the definition of "parent" is from the federal law.*

The federal definition of the term "parents" refers to a natural parent, legal guardian or other person standing in *loco parentis* (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

District and school level Title I parent and family engagement programs, activities and procedures will provide opportunities for the informed participation of parents and family members (including those who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children).

*NOTE: With respect to parents and family members with disabilities, schools and districts must provide an opportunity for parents and family members with disabilities to request auxiliary aids and services of their choice, such as sign language interpreters and large print or Braille materials. The parents and family members' choice must be honored unless there is another effective means of communication or the use of the means chosen by the parent and family member would fundamentally alter the service, program or activity involved, or cause an undue financial and administrative burden on the district.*

As further required by federal law, parents and family members of students eligible for Title I services will be provided an opportunity to participate in the development of the district's Title I plan, and to submit comments regarding any aspect of the plan that is not satisfactory to them. Their comments will be forwarded with the plan to the State Education Department.

*NOTE: The paragraph below reflects that under ESSA, schools are no longer identified as being "in need of improvement" and there is no longer a measurement of "adequate yearly progress." The State will identify schools in need of either "comprehensive support and improvement plans" or "targeted support and improvement plans."*

Parents and family members also will participate in the process for developing either a comprehensive or targeted "support and school improvement plan" when the school their child attends is identified by the State as needing this plan.

Parent and family member participation in development of district wide Title I plan

The Board, along with its superintendent of schools and other appropriate district staff will undertake the following actions to ensure parent and family member involvement in the development of the district wide Title I plan:

- List Actions



## West Islip Public Schools

- holding meetings at flexible times
- Surveying families by mail or email

*[List specific actions you will take, such as holding meetings at flexible times and/or in highly accessible places such as public housing projects, or surveying parents by phone, mail, or e-mail.]*

### Development of school level parent and family engagement approaches

The superintendent of schools will ensure that all district schools receiving federal financial assistance under Title I, Part A are provided coordination, technical assistance and all other support necessary to assist them in planning and implementing effective parent and family engagement programs and activities that improve student achievement and school performance. As appropriate to meet individual local needs, the superintendent will:

- List action steps for parent engagement
- Holding meetings at flexible times
- surveying families by mail or email
- consulting with business leaders, employers, and philanthropic organizations

*NOTE: The text below regarding consultation with other organizations or individuals is included as a suggestion from the amended federal law (that uses the phrase "which may include").*

*[List specific actions take such as holding meetings at flexible times and/or in highly accessible places such as public housing projects, or surveying parents by phone, mail, or e-mail. This may also include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.]*

### Building capacity for parental involvement

To build parent capacity for strong parental involvement to improve their child's academic achievement, the district and its Title I, Part A schools will, at a minimum:

1. Assist parents in understanding such topics as the state's academic content challenging academic standards, state and local academic assessments, Title I requirements, how to monitor their child's progress and how to work with educators to improve the achievement of their child. To achieve this objective, the district and its Title I schools will:

- Parent universities
- Workshops
- Committee opportunities

*[List activities such as workshops, conferences, distribution of training materials, and/or training parents to help other parents understand the role they can play in helping their child.]*

*NOTE: The text in item 2 below is specifically included in federal law as an example of materials to improve student academic achievement.*

2. Provide materials and training to help parents work to improve their child's academic achievement such as literacy training and using technology (including education about the harms of copyright piracy). To achieve this objective, the district and its Title I schools will:

- Family Connect Nights
- Literacy workshops for families

Formatted: Font: Italic

Formatted: Left, Outline numbered + Level: 1 +  
Numbering Style: Bullet + Aligned at: 0.25" +  
Indent at: 0.5"

Formatted: Normal

Formatted: Outline numbered + Level: 1 +  
Numbering Style: Bullet + Aligned at: 0.25" +  
Indent at: 0.5"

Formatted: Normal

Formatted: Outline numbered + Level: 1 +  
Numbering Style: Bullet + Aligned at: 0.25" +  
Indent at: 0.5"

West Islip Public Schools

Formatted: Font: (Default) Arial, 11 pt, Font color: Black

*[List additional activities such as providing literacy programs that bond families around reading and using the public library, providing information about the essential components of reading or math instruction to enable parents to support the instructional practices used by the teacher, or training parents in the use of the Internet to enable them to access their children's homework; communicate with teachers; and review information posted about schools in improvement, supplemental educational services, public school choice, and other opportunities to promote student achievement.]*

2.3 Educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in understanding the value and utility of a parent's contributions and on how to:

- reach out to, communicate with, and work with parents as equal partners;
- implement and coordinate parent programs; and
- build ties between parents and the schools.

To achieve this objective, the district and its Title I schools will:

- Parent Universities

*[As part of their activities in this area, schools and districts may wish to involve parents in developing this training, in order to improve its effectiveness.]*

Formatted: Font: (Default) Arial, 11 pt, Font color: Black

*NOTE: To further strengthen parental involvement, districts may, at their discretion, determine to train parents to enhance the involvement of other parents. They also may pay reasonable and necessary expenses such as transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.*

3.4 Ensure that information related to school and parent-related programs, meetings and other activities is sent to the parents of children participating in Title I programs in an understandable and uniform format, including alternative formats, upon request, and to the extent practicable, in a language the parents can understand.

*NOTE: "To the extent practicable" means that whenever practicable, parents with limited English proficiency must receive written translations of printed information in a language they understand. When a written translation is not practicable oral communication may be reasonable.*

Coordination of parental involvement strategies

*NOTE: The language of ESSA deleted the list of specific federal programs, such as Head Start and Reading First, in favor of the more generic language shown below.*

The district will coordinate and integrate strategies adopted to comply with Title I, Part A parental involvement requirements with parental involvement strategies adopted in connection with other Federal, State, and local programs, including public preschool programs. It will do this by:

- list activities and who is responsible

*[List activities such as who will be responsible for coordinating programs and strategies, and identify what monitoring or follow up procedures will be conducted.]*

West Islip Public Schools

Review of district wide parent and family engagement policy

Formatted: Normal

The Board, along with its superintendent of schools and other appropriate staff will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of Title I schools, including the identification of barriers to greater participation by parents in activities under this policy, and the revision of parent and family engagement policies necessary for more effective involvement. To facilitate this review, the district will conduct the following activities:

- Annual review of family engagement policy process

Formatted: Outline numbered + Level: 1 +  
Numbering Style: Bullet + Aligned at: 0.25" +  
Indent at: 0.5"

*[List specific activities including explaining to parents when, where and how the review will be conducted, who will be responsible for coordinating the review, and their role in the review process. Also indicate whether a bilingual teacher or other translator will be available.]*

Cross-ref: 4010, Equivalence in Instruction

Ref: 20 USC §§6318(a)(2); 7801(38), Every Student Succeeds Act (§1116 of the Elementary and Secondary Education Act)  
U.S. Department of Education, *Parental Involvement, Title I, Part A, Non-Regulatory Guidance*, April 23, 2004

Adoption date:

### TITLE I PARENT AND FAMILY ENGAGEMENT - SCHOOL LEVEL APPROACH

*NOTE: Each public school served under Title I must develop with and distribute to parents and family members of participating children a written parent and family engagement policy that is also agreed on by such parents and describes the means for implementing ESSA parent and family engagement requirements. Since individual schools in New York do not adopt policy, we suggest that each individual school policy be attached as an exhibit to the district wide policy.*

The West Islip Union Free School District recognizes that parents and family members play an integral role in assisting their child's learning. We encourage parents and family members to be actively involved in their child's education at school and to become full partners in school educational planning and operations. Consistent with the parent involvement goals of Title I, Part A of the federal Elementary and Secondary Education Act, reauthorized by the No Child Left Behind Act of 2001 (NCLB) and the Every Student Succeeds Act of 2015 (ESSA):

1. The Building Principal and appropriate staff shall convene an annual meeting, at a convenient time, to inform parents of the school's participation in Title I programs, and to explain Title I requirements and the right of the parents to be involved. All parents of children participating in a Title I program will be invited to the meeting.
2. The school staff shall offer a flexible number of meetings to provide parents the opportunity to meet with school staff and otherwise participate in their child's education. These meetings shall be held at flexible times (e.g., morning or evening) and/or in highly accessible places such as public housing projects, etc.
3. The school will provide parents with timely information about Title I programs. School staff will also describe and explain the curriculum in use at the school, the types of academic assessment that will be used to measure student progress and the proficiency levels the students are expected to meet. Parents may also request regular meetings with school staff to make suggestions and to participate, as appropriate in decisions relating to the education of their child. The school will respond to any such suggestions as soon as practical.
4. The school staff shall involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent and family engagement policy.

*NOTE: Title I schools are also required to involve parents in the planning, review and improvement of the schoolwide program. But a school that already has in place a process for involving parents in the joint planning and design of the school's programs may use that process if it includes an adequate representation of parents of children participating in Title I programs. In addition, when the schoolwide plan is not satisfactory to the parents of participating children, the school must provide an opportunity to submit any parent comments on the plan.*

STUDENT ACADEMIC ACHIEVEMENT SCHOOL-PARENT COMPACT

*NOTE: In order to comply with the law, districts must create a school-parent compact that is jointly developed with the parents of all participating children. In general, the compact must outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.*

*The compact presented below is a sample only and must be customized to reflect the actual school-parent compact. The italicized items under "Parent's Responsibilities" are those that are no longer listed in the law, but may still represent good practice.*

School-Parent Compact

To help our children achieve, we agree to abide by the following conditions during the [insert school year] school year:

School Responsibilities

The school will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment;
- Hold parent-teacher conferences during these conferences, this compact will be discussed as it relates to your child's academic achievement;
- Provide parents with frequent reports on their child's progress;
- Provide parents reasonable access to staff; and
- Provide parents with opportunities to volunteer and participate in their child's class and to observe classroom activities.
- Ensure regular two-way, meaningful communication between parents and family members and school staff, and, to the extent practicable, in a language that the parents and family members can understand

Parents' Responsibilities

We, as parents, will support our children's learning in the following ways:

*NOTE: The first three items in the list below (italicized) were removed from the federal law as suggestions for parents to support their children's learning: monitoring attendance, ensuring homework completion, and limiting television time. It is unclear why these specific items were removed, but they are not prohibited from inclusion in your school's compact.*

- *Monitor my child's attendance;*
- *Make sure that homework is completed;*
- *Limit amount of television my child watches;*
- Volunteer in my child's school;
- Participate in decisions regarding my children's education;
- Promote positive use of my child's extracurricular time; and

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

**West Islip Public Schools**

- Stay informed about my child's education and communicate with the school regularly.

**Student Responsibilities**

As a student, I will share the responsibility to improve my grades, and agree to:

- Do homework every day and ask for help when needed;
- Read at least 20 minutes a day outside of school; and
- Give to my parents all notices and information received by me from my school every day.

_____	_____
School	Date
_____	_____
Parent	Date
_____	_____
Student	Date



- (X) Required  
 ( ) Local  
 ( ) Notice

#### INTERPRETERS FOR HEARING-IMPAIRED PARENTS

*NOTE: This policy is as previously adopted under 7211. The underlined text is and attached exhibits are new for consideration of the Board.*

The Board of Education assures parents or persons in parental relation who are hearing impaired the right to meaningful access to school-initiated meetings or activities pertaining to the academic and/or disciplinary aspects of their children's education. School initiated meetings or activities are defined to include, but are not limited to, parent-teacher conferences, child study or building-level team meetings, planning meetings with school counselors regarding educational progress and career planning, suspension hearings or any conferences with school officials relating to disciplinary actions. The term "hearing impaired" shall include any hearing impairment, whether permanent or fluctuating, which prevents meaningful participation in School District meetings or activities.

Parents or persons in parental relation shall be notified of the availability of interpreter services to be provided at no charge, provided that a written request is made to the School District within fourteen (14) days of the scheduled event. Exceptions to the time frame request may be made for unanticipated circumstances as determined by the Principal/designee. The District shall also notify appropriate school personnel as to the terms and implementation of this policy.

If interpreter services are requested, the District shall appoint an interpreter for the hearing impaired to interpret during the meeting or activity. The District will arrange for interpreters through a District-created list or through an interpreter referral service. The District shall also develop interagency agreements, as appropriate, to ensure that sign language interpreters are provided for eligible parents or persons in parental relation when District students attend out-of-District schools or programs.

In the event that an interpreter is unavailable, the School District shall make other reasonable accommodations which are satisfactory to the parents or persons in parental relation. Examples of what constitutes reasonable accommodations in the event an interpreter cannot be located may include, but are not limited to, the use of:

- a. Written communications, transcripts, note takers, etc; and
- b. Technology, such as: a decoder or telecommunication device for the deaf, assistive listening devices, and closed or open captioning.

The Board directs the Superintendent of Schools to maintain a list of available interpreters and to develop procedures to notify parents of the availability of interpreter services, the time limitation for requesting these services, and of the requirement to make other reasonable accommodations satisfactory to the parents should an interpreter not be available.

Hearing-impaired parents are requested to submit the attached form to request accommodation of their disability.

West Islip Public Schools

Rehabilitation Act of 1973, 29 U.S.C. §794

Education Law §3230

8 NYCRR §100.2(aa)

*Rothschild v. Grottenthaler*, 907 F.2d 286 (2d Cir. 1990)

Adoption date:



West Islip Public Schools

1925-E.1

**INTERPRETERS FOR HEARING-IMPAIRED PARENTS**

**Accommodation Request**

Parents in need of interpreter services are asked to complete this form:

TO: Superintendent of Schools  
West Islip Public Schools

FROM: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address

Please identify the type of interpreter needed:

Interpreter for the Hearing Impaired: ( ) American Sign; ( ) English

In the event an interpreter is not available, please identify the type of alternative service preferred:

Written Communication

Transcripts

Decoder

Telecommunication Device for the Deaf (TDD)

Other (please specify) \_\_\_\_\_

Adoption date:

West Islip Public Schools

1925-E.2

INTERPRETERS FOR HEARING-IMPAIRED PARENTS EXHIBIT

Response to requests for accommodation

FROM: Superintendent of Schools  
West Islip Public Schools

TO: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address

The West Islip Public Schools hereby:

\_\_\_ grants your request for accommodation of a hearing disability in accordance with Board Policy 1925;

\_\_\_ denies your request for accommodation of a hearing disability for the following reason:

\_\_\_\_\_

Adoption date:

WEST ISLIP UFSD  
 2023-2024 Budget Transfers - General Fund  
 School Board Meeting - June 6, 2024

TRAN #	DATE	ACCOUNT	ACCOUNT DESCRIPTION	TRANSFER FROM	TRANSFER TO
4394	05/09/2024	<i>To cover cost of supplies</i>			
		A 2850.435-999-4519	REGISTRATION FEES: ROBOTICS	4,000.00	
		A 5540.406-999-4519	TRANSPORTATION FOR EDUCATIONAL TRIPS - ROBOTICS	6,952.40	
		A 2110.520-359-4519	GEN SUPPLIES, ENGINEERING TECH - HS		10,952.40
4395	05/09/2024	<i>For additional bus charges for FT</i>			
		A 2110.486-359-5413	TEXTBOOKS -WORKBOOKS - BUS ED - HS	64.92	
		A 5540.406-999-5413	TRANSPORTATION FOR EDUCATIONAL TRIPS - BUSINESS ED		64.92
4396	05/09/2024	<i>For additional Global expenses</i>			
		A 5540.406-999-4675	TRANSPORTATION FOR EDUCATIONAL TRIPS - ATHLETICS	30,000.00	
		A 5510.501-999-5099	AUTO PARTS & ACCESSORIES		30,000.00
4397	05/09/2024	<i>For Workers Comp Mgmt Fees</i>			
		A 9010.860-999-4499	HEALTH INSURANCE	233.78	
		A 9040.840-999-4499	WORKERS' COMPENSATION		233.78
4398	05/15/2024	<i>For Newsday billing</i>			
		A 1310.423-109-4499	PROF & TECHNICAL SERVICES	371.00	
		A 1345.415-109-4499	LEGAL ADVERTISING		371.00
4399	05/15/2024	<i>Purchase of 12 Stop the Bleed kits (current ones expiring 9/24)</i>			
		A 9010.860-999-4499	HEALTH INSURANCE	4,931.88	
		A 2815.518-119-4699	SUPPLIES - NURSES - BAYVIEW		410.99
		A 2815.518-149-4699	SUPPLIES - NURSES - MANETUCK		821.98
		A 2815.518-159-4699	SUPPLIES - NURSES - OQUENOCK		410.99
		A 2815.518-179-4699	SUPPLIES - NURSES - PJ BELLEW		410.99
		A 2815.518-319-4699	SUPPLIES - NURSES - UDALL		410.99
		A 2815.518-329-4699	SUPPLIES - NURSES - BEACH		821.98
		A 2815.518-359-4699	SUPPLIES - NURSES - HS		1,643.96
4400	05/21/2024	<i>Reclass for addtl FT bus charges</i>			
		A 2110.518-359-5413	SUPPLIES - BUS ED - HS	324.62	
		A 5540.406-999-5413	TRANSPORTATION FOR EDUCATIONAL TRIPS - BUSINESS ED		324.62
<b>DEBIT/CREDIT TOTALS</b>				<b>\$ 46,878.60</b>	<b>\$ 46,878.60</b>
<b>NET AMOUNT</b>				<b>-</b>	<b>-</b>

Approved: Paul Romanelli Date: 5/29/24  
 Dr. Paul Romanelli, Superintendent of Schools

WEST ISLIP UFSD  
 2023-2024 Budget Transfers - Capital Fund  
 School Board Meeting - June 6, 2024

TRAN #	DATE	ACCOUNT	ACCOUNT DESCRIPTION	TRANSFER FROM	TRANSFER TO
4393	05/01/2024	<i>To correct Parkline typo on quote</i>			
		H 1620.240-00-015	ADMIN COSTS - 50M BOND	300.00	
		H 1620.297-05-027	SITE - 50M BOND - PHASE 6 - PJ BELLEW		300.00
DEBIT/CREDIT TOTALS				\$ 300.00	\$ 300.00
NET AMOUNT					-

Approved:  Date: 5/29/24  
 Dr. Paul Romanelli, Superintendent of Schools

**West Islip Union Free School District  
Professional Service Agreement  
In-Car Driver Education Instructions with Vehicles**

**Service agreement dated July 1, 2024 by and between the West Islip UFSD located at 100 Sherman Avenue West Islip, N.Y. and Fitzgerald's Driving School, Inc., located at 1350 Deer Park Avenue, North Babylon, N.Y.**

**Description of Service:**

- A. **LOCATION:** Contractor will provide cars on the campus of West Islip High School in the West Islip School district.
- B. **HOURS:**
1. Each student will receive 6 hours behind-the-wheel training.
  2. Each student will receive 18 hours of in-car observation.
  3. September – June Session – One and one-half (1 1/2) hours of make-up time will be provided each week. The make-up time will be determined at the start of the Fall/Spring session.
- C. **CURRICULUM:**
1. Follow prescribed curriculum as outlined by the New York State Education Department - Safety Education Unit with a focus on defensive driving techniques and emergency procedures.
  2. In-car program to be conducted in conjunction with the lecture phase to provide smooth articulation between the two phases of the program.
- D. **SCHEDULING:** Instruction will take place on Monday through Thursday from 7:30 AM-1:30 PM in July. From September through June instruction will take place from 2:15PM-5:15 PM on Monday through Friday, on Saturdays and Sundays 7:30AM-1:30 PM.
- E. **VEHICLES AND STAFFING:**
1. Vehicles will accommodate four students and must be full-sized, four-door, dual controlled, with bucket or split bench front seats, and safety equipped in accordance with the Department of Motor Vehicles regulations. All New York State requirements for a driver education car must be met.
  2. All vehicles must be approved in accordance with regulations of New York State Motor Vehicles Bureau and properly state inspected. They must be maintained with a detailed record of service and be equipped with "Student Driver" signs. These signs must be approved by WEST ISLIP UFSD or its designee prior to being put into service. It is the *vendor's* responsibility to supply and pay for gas for these vehicles.
  3. All staff will be appropriately licensed in accordance with the New York State Department of Motor Vehicles regulations. They will be required to dress professionally and to observe appropriate demeanor when on duty with students. No smoking is permitted at any time in the cars (or on the school grounds) by either students or teachers.
  4. Substitute cars to replace a disabled vehicle must be available on 30 minutes' notice.
  5. Contractor will provide 4 vehicles for this program and will accommodate up to 96 students per semester. Summer semester contractor will provide 3 vehicles and will accommodate up to 48 students.

6. Prior to employment *all instructors will be required to submit resumes, and references, both personal and professional, to WEST ISLIP UFSD. No instructor, including substitute instructors, is to be assigned for student driving instruction without prior approval of WEST ISLIP UFSD.*
7. **WEST ISLIP UFSD reserves the right to interview all instructors assigned to the District by the contractor. WEST ISLIP UFSD reserves the right to reject any instructor without giving reason for doing so. Applicants for employment will be required to provide (Copies needed for each with bid submission):**
  - **Three (3) verifiable references**
  - **New York State Driver's License**
  - **MV524 Driving School Instructor Certificate**
  - **New York State Education Department Fingerprint Clearance for Employment**
  - **Thirty (30) hour Driving Instructor Course verification**
8. WEST ISLIP UFSD may, in its sole discretion at any time, require the dismissal of any instructor from service.
9. The contractor will submit to WEST ISLIP UFSD a dress code for instructors. WEST ISLIP UFSD reserves the right to approve this dress code.
10. **Contractor will submit, with his bid, a copy of his current New York State Department of Motor Vehicles Driving School License (MV-147 Certificate)**

**F. INSURANCE REQUIREMENTS:**

Upon Award Contractor shall provide evidence of the following insurance:

1. Worker's Compensation and NYS Disability:  
Coverage Statutory
2. Commercial General Liability:  
Occurrence form- \$1,000,000. Per occurrence/\$2,000,000. aggregate.  
Hold Harmless- The contractor agrees to indemnify, release and hold harmless WEST ISLIP UFSD, its agents and employees, from all claims of loss or damage to person or property arising within the course of the contractor's contract for duties.  
Unacceptable exclusion: child molestation/sexual abuse; policy must include a positive endorsement providing coverage for Sexual Abuse and Molestation  
Additional insured: West Islip Union Free School District, Board of Education, all elected and appointed officials, Employees and volunteers using form Additional Insured form CG2010(b) or its equivalent.
3. Automotive Insurance:  
Liability limit- \$1,000,000. Combined single limit  
Additional insured: West Islip Union Free School District, Board of Education, all elected and appointed officials, Employees and volunteers using form Additional Insured form.

Note:

- Insurance shall be provided by an insurance company licensed as an admitted carrier by the State Insurance Department. The insurance shall be AM Best "A" rated as well
- Insurance coverage shall be evidenced by a Certificate of Insurance submitted in a form acceptable to the West Islip UFSD
- The interest of the West Islip UFSD, as an additional insured with no responsibility for payment of premium, shall be added to all policies other than Worker's Compensation.

- In addition to the Additional Insured language on the Insurance Certificate, Contractor shall provide a copy of the Additional Insured Endorsement Page.
- Coverage shall be obtained prior to the start of service, and maintained throughout the life of the contract. **Successful Contractor must submit all insurance certificates within ten (10) business days from award notification.**

**G. RECORD KEEPING:**

1. Contractor shall maintain a record of attendance for each assigned student.
2. The contracted instructor shall maintain a record of evaluation of each student for each scheduled driving session.
3. The contractor shall provide a final examination (summary report) of each student *within one (1) week after the end of the semester*. It is also expected that the certified instructor will inform WEST ISLIP UFSD or its designee of any student who is experiencing difficulty in meeting the requirements of driving.
4. At the close of each instruction term, the Contractor shall submit *within one (1) week* to WEST ISLIP UFSD all attendance and evaluation reports, along with a numerical grade, and other records that are maintained for each student to WEST ISLIP UFSD.

**H. LEGAL STUDENT ABSENCE:**

1. Student absenteeism may result in failure to complete the program. Attendance records must be carefully maintained and submitted on a timely basis. Directions regarding attendance keeping will be given to each instructor by the WEST ISLIP UFSD.
2. Make-Up Session (Sept – June) - Students may be permitted to make up their absence(s). The District will leave one open position to be determined at the start of the Fall/Spring session each week to accommodate for any student who may have an absence(s) to make up.

**I. INCLEMENT WEATHER**

1. The contractor in conjunction with West Islip Coordinator, will make decision regarding cancellation of classes. (1 Hr. prior to the start of 1<sup>st</sup> class). ***Communication between contractor and the West Islip Coordinator is of vital importance.***
2. On weekends the contractor in conjunction with the West Islip Coordinator will make decision regarding cancellation of classes. West Islip Coordinator will contact all students via phone/text with their decision. ***Communication between contractor and the West Islip Coordinator is of vital importance.***

**J. CLASS CANCELLATION BY DRIVING SCHOOL**

1. If the contractor misses or cancels a class (for all other reasons besides inclement weather) Fitzgerald's Driving School must make up the class (makeup time and date to be agreed upon by the contractor and the West Islip UFSD Driver Education Coordinator)

This contract shall be void if the New York State Education Department does not grant approval to WEST ISLIP UFSD's application for a Driver Education Program. WEST ISLIP UFSD will notify Contractor as soon as possible of the status of said application.

**Cost of Maintenance Service:** The price per student/semester (96 students Fall/Spring, 48 students Summer) for period July 2024 – June 2025 is \$385.00 . A printed invoice must be sent to Attn: Accounts Payable @ West Islip Business Office, 100 Sherman Avenue, West Islip, NY 11795

**Period of Contract:** The term of this agreement shall be one year beginning on July 1, 2024 and ending on June 30, 2025 If contract is extended after June 2025, the contract price may be increased by CPI and/or fuel costs, provided the price increase is agreed to by the Board of Education. The vendor agrees that the Board of Education may terminate this agreement.

The District, by 30 days written notice, may terminate this contract, in whole or in part, when it is in the best interest of the District. If this contract is so terminated, the District shall be liable only for payment in accordance with the payment provisions of this contract for services rendered prior to the effective date of the termination.

In the event there is a failure to deliver as ordered, or within the time specified, or a failure to provide any of the provisions of the contract, and Fitzgerald's Driving School, Inc. does not cure such failure within the ten (10) day period, the District reserves the right to terminate said contract for default, and in order to protect the continuity of the operations, the required services may be procured from the apparent responsible second low bidder or other sources. In the event the default action is carried out, Fitzgerald's Driving School, Inc. agrees to reimburse the District promptly for excess costs occasioned by such expenditures from revenue owed to the Fitzgerald's Driving School, Inc.

The Legal Notice, Bid Specifications, Bid Form, Appendices, Forms and Bid Proposal Certifications are hereby made part of this Agreement and incorporated herein by reference.

Konan Albanese  
Fitzgerald's Driving School

May 28, 2024  
Date

\_\_\_\_\_  
West Islip UFSD

\_\_\_\_\_  
Date



# WI

## WEST ISLIP UNION FREE SCHOOL DISTRICT

100 Sherman Avenue • West Islip, NY 11795  
TEL: 631.930.1510 FAX: 631.893.3223

**Food Services Department**  
Melanie Steinwies  
Director of Food Services

### MEMORANDUM

TO: Elisa Pellati  
FROM: Melanie Steinweis  
DATE: 5/29/2024  
RE: Excess of old equipment

---

Please see the below list of equipment that I would like to submit for excess.

Thank you,

Equipment	Asset Tag Number	Location	Reason for Excess
2-Tier Warming Unit	1895	West Islip High School	Nonfunctional (broken)

DONATIONS:

WHEREAS, the West Islip Union Free School District is in receipt of donated funds in the amount of \$500.00 from Suffolk Association of School Business Officials, to be awarded to High School students selected by the District.

WHEREAS, the West Islip Union Free School District is in receipt of donated funds in the amount of \$3,000 from Suffolk Transportation Service, Inc., which have been donated in recognition of the Section XI championships awarded to girls and boys lacrosse, to be awarded to students selected by the District.

WEST ISLIP UFSD

FORM TO REQUEST BOARD OF EDUCATION ACCEPTANCE OF GIFT OR DONATION

DONOR NAME: Suffolk Association of School Business Officials

DONOR ADDRESS: \_\_\_\_\_

DONATION:  Cash or Check     Goods     Service

Please provide a listing of the item(s) to be donated and the related value.

Check #3568 \$500.00

\_\_\_\_\_  
\_\_\_\_\_

Select the fund and provide the budget code(s) of where the donation should be recorded.

General Fund     Extracurricular Fund     Trust & Agency    Budget Code CM 9205

Anticipated Date of Delivery to the School 5/20/24

Any related installation costs?  Yes  No    Estimated Annual Cost \_\_\_\_\_  
*If "Yes" please attach approval from Assistant Superintendent for Business.*

Any expected maintenance costs?  Yes  No    Estimated Annual Cost \_\_\_\_\_

Purpose of the donation? 2024 SASBO Scholarship

Which building/department will benefit from the donation? WIHS

Principal's/Administrator's Signature & Date  5/20/24

*To be completed by the Business Office:*

Board of Education Approval Date \_\_\_\_\_

Budget Adjustment Recorded \_\_\_\_\_

This form is to be filed with the Superintendent by the first of the month, at which time the Board of Education, at the next regular meeting, will act upon the donation. No item may be accepted as a donation or gift, nor may any item be installed on school premises, prior to the BOE accepting the gift or donation.

*Those considering making gifts to the District should note that the District can assume no responsibility for the accuracy of estimated values assigned to the donated item(s). Donors should also note that while the District will attempt to comply with any stated preferences of the donor(s) relative to the use of the item(s) by a particular program/grade/school, etc., it must nevertheless reserve the right to reassign and/or reallocate such gifts as it deems appropriate so as to best serve the interests of the District.*

SUFFOLK ASSOCIATION OF SCHOOL  
BUSINESS OFFICIALS

356

PAY  
TO THE  
ORDER OF

West Islip UFSO

DATE

5/17/24

1-2/210

Five Hundred + 00/100

\$ 500 <sup>00</sup>/<sub>100</sub>

DOLLARS

**CHASE**

JPMorgan Chase Bank, N.A.  
www.Chase.com

FOR

2024 Scholarship

*Louise Curran*

⑈003568⑈ ⑆021000021⑆

777519305⑈

# ASBO

SUFFOLK CHAPTER

---

Congratulations!

As an active member of the Suffolk Association of School Business Officials and in recognition of your consistent attendance at our monthly meetings for the 2023/2024 school year, your district has been awarded a **\$500 Suffolk Association of School Business Officials Scholarship.**

As the local chapter for the New York State Association of School Business Officials, we are a charitable non-profit membership organization. Our membership includes School Business Officials and staff from school districts and BOCES in Suffolk County, students in School District Business Leader graduate programs and various associates who partner with school districts.

We utilize our monthly meetings to promote and encourage collaboration and professional development, maintain the highest ethical standards, advocate on behalf of public education and provide leadership in the management of resources to ensure quality education for all students.

It is our hope that a deserving graduating student in your district will be the recipient of this \$500 Suffolk Association of School Business Officials Scholarship in recognition of your efforts to "advance the business of education".

With gratitude,



Lorraine Dunkel  
Suffolk ASBO Treasurer

**President**  
Laura Newman  
Commack UFSD

**Vice President**  
Keri Loughlin  
Center Moriches SD  
ASBO NY Director

**Membership Chair**  
Timothy Laube  
Eastport-South Manor CSD

**Secretary**  
Jackie Pirro  
Westhampton Beach UFSD

**Treasurer**  
Lorraine Dunkel  
Elwood UFSD

**Immediate Past President**  
Dr. Kathleen Acker

**ASBO NY President**  
James Stucchio  
Eastern Suffolk BOCES

ASBO NY Director  
Dr. Rubie Harris  
Huntington UFSD



WEST ISLIP UFSD

AGENDA ITEM XI. D)2  
BUSINESS ITEMS  
RM 6/6/2024

FORM TO REQUEST BOARD OF EDUCATION ACCEPTANCE OF GIFT OR DONATION

DONOR NAME: Suffolk Transportation Service, Inc.

DONOR ADDRESS: 10 Moffitt Blvd., Bay Shore, NY 11706

DONATION:  Cash or Check     Goods     Service

Please provide a listing of the item(s) to be donated and the related value.

Check #185952 \$3,000.00  
\_\_\_\_\_  
\_\_\_\_\_

Select the fund and provide the budget code(s) of where the donation should be recorded.

General Fund     Extracurricular Fund     Trust & Agency    Budget Code CM9207

Anticipated Date of Delivery to the School 05/23/2024

Any related installation costs?  Yes  No    Estimated Annual Cost \_\_\_\_\_  
*If "Yes" please attach approval from Assistant Superintendent for Business.*

Any expected maintenance costs?  Yes  No    Estimated Annual Cost \_\_\_\_\_

Purpose of the donation? 2024 scholarship donation

Which building/department will benefit from the donation? WIHS

Principal's/Administrator's Signature & Date  5/23/24

*To be completed by the Business Office:*

Board of Education Approval Date \_\_\_\_\_

Budget Adjustment Recorded \_\_\_\_\_

This form is to be filed with the Superintendent by the first of the month, at which time the Board of Education, at the next regular meeting, will act upon the donation. No item may be accepted as a donation or gift, nor may any item be installed on school premises, prior to the BOE accepting the gift or donation.

*Those considering making gifts to the District should note that the District can assume no responsibility for the accuracy of estimated values assigned to the donated item(s). Donors should also note that while the District will attempt to comply with any stated preferences of the donor(s) relative to the use of the item(s) by a particular program/grade/school, etc., it must nevertheless reserve the right to reassign and/or reallocate such gifts as it deems appropriate so as to best serve the interests of the District.*

John J. Corrado, President

May 20, 2024

Ms. Elisa Pellati  
Asst. Supt. for Business  
West Islip UFSD  
100 Sherman Ave.  
West Islip, NY 11795

Dear Ms. Pellati:

We are pleased to enclose our annual scholarship donation in the amount of \$1,000.00 plus an additional \$2,000 in recognition of the Section XI championships awarded to girls lacrosse and boys lacrosse, for a total of \$3,000 to be awarded to students of your choice in the name of Suffolk Transportation Service, Inc. It gives us great pleasure to know that a student's aspiration for higher education will be made more attainable by this gift.

We wish the recipient and all of your graduates great success in pursuing their future endeavors.

Sincerely,

A handwritten signature in black ink that reads "John Corrado" with a stylized flourish at the end.

John J. Corrado  
President

1d\scholarship\wiaward  
enclosure

cc: Paul Romanelli, Superintendent  
Anthony Bridgeman, HS Principal  
Tim Horan, Athletic Director  
Marianne Gariglio

SUFFOLK TRANSPORTATION SERVICE, INC.

185952

Vendor Company Name			Vendor Number	Vendor Phone #	Check Date	Check No.
WEST ISLIP UFSD			WESTI2924		04/12/2024	185952
Invoice Number	Inv. Date	Reference	Invoice Amount	Total Paid	Discount/Adj	Payment Amount
2024	04/10/2024	SCHOLARSHIP	3,000.00	3,000.00	0.00	3,000.0
<b>TOTAL</b>			3,000.00	3,000.00	0.00	3,000.0

**SUFFOLK TRANSPORTATION SERVICE, INC.**  
 10 MOFFITT BOULEVARD  
 BAY SHORE, NEW YORK 11706

CITIBANK, N.A. Br. #343  
 77 East Main Street  
 Bay Shore, New York 11706  
 1-148-210

CHECK NO. **185952**

DATE: **04/12/2024**      AMOUNT: **\$3,000.00**

PAY Sum of Three Thousand and 00/100 Dollars

TO THE ORDER OF  
 WEST ISLIP UFSD  
 100 SHERMAN AVE.  
 WEST ISLIP, NY 11795

  
 AUTHORIZED SIGNATURE

⑈ 185952⑈ ⑆021001486⑆ 075041848⑈



**WEST ISLIP PUBLIC SCHOOLS**  
**2024-2025 BUDGET RESULTS**  
**MAY 21, 2024**

Number of Ballots Scanned Including Absentee Ballots: 1,554

**Proposition No. 1 – School District Budget 2024-2025**

YES 1,231

NO 315

**Proposition No. 2 – Use of Capital Reserves**

YES 1,272

NO 225

**BOARD OF EDUCATION TRUSTEE ELECTION**

Richard Antonello - 1,173

Debbie Brown - 1,089

5/30/2024

### **MEMORANDUM OF AGREEMENT**

**WHEREAS**, the West Islip Union Free School District (the “District”), the West Islip Teachers’ Association (the “WITA”), and Tonimarie Young wish to memorialize an agreement with respect to Ms. Young’s assignment commencing with the 2024-25 school year.

**NOW, THEREFORE**, it is hereby agreed as follows:

1. Effective September 3, 2024, Ms. Young shall be assigned as the Board Certified Behavioral Analyst Teacher. In this capacity Ms. Young shall provide instructional support services to the Special Education Department, including but not limited to training workshops, study groups, demonstration lessons, mentoring, modeling of instruction, and related functions and services. Ms. Young shall also continue to provide special education and related services directly to students utilizing behavioral methodologies and interventions.

2. Prior to the 2024-2025 school year, Ms. Young has worked in the Special Education tenure area. Since Ms. Young is being assigned to a position which includes (i) services which still fall under the Special Education tenure area, and (ii) the performance of instructional support services, she shall be credited with tenure and seniority rights in the Special Education tenure area while assigned to perform instructional support services as set forth herein.

3. During her assignment as Behavioral Support Instructional Support Services Teacher, Ms. Young shall continue as a member of the WITA, and shall be entitled to the benefits of the Collective Bargaining Agreement between the District and the WITA.

4. The parties to this Agreement understand and agree, Ms. Young has previously achieved tenure in the Special Education tenure area and that tenure protection shall continue during the term of this Agreement.

5. Moreover, Ms. Young's performance of duties associated with the Board Certified Behavioral Analyst Teacher position shall not serve as a basis for WITA to claim exclusivity over any such duties.

6. This Agreement shall continue in full force and effect for so long as Ms. Young is assigned as the Board Certified Behavioral Analyst Teacher.

7. This Agreement shall not be precedent setting or construed as modifying any terms of the Collective Bargaining Agreement as between the District and the WITA, or any practices which may exist as between them, and shall not be utilized by any party in any grievance, arbitration or claim of any kind except as necessary to enforce its terms.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals as of the dates set forth below.

West Islip Union Free School District

DATE: \_\_\_\_\_, 2024

BY: \_\_\_\_\_  
Anthony Tussie,  
President, Board of Education

West Islip Teachers' Association

DATE: \_\_\_\_\_, 2024

BY: \_\_\_\_\_  
Joseph M. Dixon,  
President

**MEMORANDUM OF AGREEMENT**

**WHEREAS**, the West Islip Union Free School District (“District”) and the West Islip Teachers’ Association, (“WITA”) entered into a Memorandum of Agreement dated May 19, 2023 (“MOA”) which authorized WITA Members to utilize personal business days in half-day increments for the 2023-24 school year only; and

**WHEREAS**, the District and WITA wish to memorialize an agreement they have reached to extend the authority to utilize personal business days in half-day increments for the 2024-25 school year.

**NOW, THEREFORE**, it is hereby agreed as follows:

1. Article XXIII. D. of the collective bargaining agreement between the District and WITA (“CBA”) shall be modified for the 2024-25 school year only to include the following:

“For the 2024-25 school year only, teachers shall be permitted to utilize personal business days in half-day increments. This shall sunset effective June 30, 2025, unless the parties agree to continue beyond that date.”

2. Except as specifically set forth herein, this agreement shall not be construed as modifying the CBA or any practices which may exist as between the District and WITA.

3. This agreement shall not be precedent setting and shall not be utilized in any grievance, arbitration or claim of any kind except as necessary to enforce its terms.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2024.

WEST ISLIP UNION FREE  
SCHOOL DISTRICT

WEST ISLIP TEACHERS’  
ASSOCIATION

By: \_\_\_\_\_  
Anthony Tussie  
President, Board of Education

By: \_\_\_\_\_  
Joseph Dixon  
President

It's again time in the two-year election cycle to seek your support to be renominated as NYSSBA Area 12 Director. Please adopt the following resolution at your *next* meeting to continue my service as Area 12 Director.

***"The Eastern Suffolk BOCES Board of Education nominates Catherine Romano for Area 12 Director of the New York State School Board Association. "***

Mary Metheny, Executive Assistant at NYSSBA must receive nominations, on official board letterhead, no later than close of business on Monday, August 1 by fax, email or via regular mail. She can be notified by phone email once the resolution is adopted but needs an official letterhead document for the record sent to: **Mary Metheny**, Executive Assistant, **New York State School Boards Association**, 24 Century Hill Drive, Suite 200, Latham, NY 12110-2125 518-783-3709; Fax 518-783-0211, <http://www.nyssba.org>

**Why serve as Area 12 Director and What have I done for us:**

I was first elected school board trustee in Islip UFSD in 2004-2016 and currently serve as an ESBOCES trustee since 2014. When Fred Langstaff's Area 12 Director position was vacated, once he became NYSSBA President in 2020, I was encouraged to run and was elected. During these four years I've serve(d) on the Policy, Finance and Investment, and DEI committees.

A newbie during COVID, after chats with Area 12 presidents, ours was the *first* to use a virtual platform for a Board President/Superintendent dialogue on how, as a region, we were working to operate schools in unprecedented circumstances. That request opened the door for the wider use of NYSSBA webinars and virtual meetings we see today.

During Fred's tenure, with the mantra that zip code should not determine education or outcome, NYSSBA began sharing Diversity Equity and Inclusion policies and looking to educate boards on the wider issues of student access and achievement. Once the DEI committee was established, I, with co-chairs Sharon Rencher and Cathy Lewis, had the pleasure of facilitating the dialogues with 20 board members across the state, supported by Jay Worona, James Page, and Mary Williams Noi, NYSSBA staff. Over the four years, the committee's dialogues led to microlearning courses, webinars, Convention and leadership workshops, a new advertising campaign, review of all policy and advocacy stances with a lens for each and all children. Our work on helping boards implement the policy was not a mandate, but an opportunity to support those who wanted to learn and do more.

My hope is that you find the Area 12 newsletter informative, as I do write a forward to the monthly news to reflect what is happening locally, to educate and inspire. I have the pleasure of recognizing trustees, students, and boards through our awards: Champions of Change, Board Excellence, Leaders of Tomorrow, and Goodwill Recognition Program. When invited, I attended events at local schools to further promote your good works. Some find their way to On Board, Convention workshop or presentation at the Leadership in Education Conference.

As a tireless advocate on many levels, I attended the National Advocacy Institute, and the Equity Symposium, and through the halls of the Capitol advocated for public schools with our legislators for over years. Beginning as a PTA advocate in 1995, through today, I've assisted board members in meeting legislators and telling their story in Albany, at the Longwood Breakfast and BOCES advocacy events, at the Capital Conference and Summer Advocacy meetings. I am currently serving on the Nassau Suffolk School Boards Association, the Long Island Education Coalition, Suffolk Region PTA, and the Historical Society of Islip Hamlet and held leadership positions with REFIT, 17 years NYS and 12 years National PTA.

Finally, I provide guidance and access for board members seeking answers to challenging issues when asked and can guide members to the appropriate NYSSBA staff. My hope is that you have found that I am a caring, accessible, and wise leader as Area Director, and that you will reelect me when the ballot comes.

Thank you  
Catherine M Romano  
Area 12 Director  
Email: [cmr3958@yahoo.com](mailto:cmr3958@yahoo.com)  
631-277-5889 (h)  
631-793-7671 ©