

AGENDA



PLANNING SESSION OF THE BOARD OF EDUCATION

September 24, 2024

Beach Street Middle School
17 Beach Street
7:30 p.m.

Submitted by:
Dr. Paul Romanelli
Superintendent of Schools

A G E N D A
PLANNING SESSION OF THE BOARD OF EDUCATION
September 24, 2024

Beach Street Media Center

West Islip, New York

- I. CALL TO ORDER
- II. QUORUM COUNT
- III. MINUTES: A motion is needed to approve the minutes of the September 12, 2024 Regular Meeting and the September 18, 2024 Special Meeting.
- IV. ANNOUNCEMENTS
- V. PERSONNEL
- VI. APPROVAL
 - A. West Islip UFSD District Emergency Response Plan 2024-2025
 - B. District Goals and Objectives 2024-2025
 - C. Contracts
 1. Kids First Evaluation & Advocacy Center, Inc. Consultant Services 2024-2025
 2. Locust Valley Central School District Special Education Services 2024-2025
 - D. Surplus Items
 1. Amplifier – Paul J. Bellew Elementary
 - E. Resolutions
 1. Be it resolved, that the Board of Education of the West Islip Union Free School District hereby authorizes funding for the fiscal year ended June 30, 2024 from Unassigned Fund Balance as follows:
To the Capital Reserve – an amount not to exceed \$100,000
To the Capital Reserve II – an amount not to exceed \$1,000,000
To the Worker’s Compensation Reserve – an amount not to exceed \$400,000
To the TRS Reserve sub-fund – an amount not to exceed \$600,000
 2. Be it resolved, that the Board of Education of the West Islip Union Free School District adopts the 2023-2024 Reserve Plan
- VII. EXECUTIVE SESSION: *The Board will adjourn during the course of the meeting for an Executive Session, at the conclusion of which, the Board will reconvene/act upon any such items as may be necessary prior to discussion of the next agenda item, or adjournment, as the case may be.*
- VIII. CLOSING – Adjournment

REGULAR MEETING OF THE BOARD OF EDUCATION
September 12, 2024 – Beach Street Middle School

AGENDA ITEM III.
MINUTES
SM 9/24/2024

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

ABSENT: None

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

ABSENT: Dr. Romanelli

ATTORNEY: Mr. Vigliotta

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

ANNOUNCEMENTS

Mr. Tussie offered deepest condolences on behalf of the district, school board and community to Dr. Romanelli and his family on the loss of Dr. Romanelli's mother.

Due to Dr. Romanelli not being in attendance, Mr. Tussie postponed the announcements of the West Islip UFSD District Emergency Response Plan 2024-2025 and the District Board of Education Goals and Objectives 2024-2025 until the September 24, 2024 Planning Session meeting.

Mr. Tussie asked for a moment of silence to remember the tragic events of September 11, 2001 and to honor the nearly 3,000 lives lost and countless others that were affected by this day of terror and heartbreak. The bravery of the first responders, the resilience of communities, the enduring spirit and unity that emerged in the face of adversity. May this moment serve as a reminder of the importance of compassion, understanding and the pursuit of peace in our world.

APPROVAL OF MINUTES

Motion was made by Debbie Brown, seconded by Richard Antonello, and carried when all Board members present voted in favor to approve the minutes of the August 27, 2024 Planning Session.

PERSONNEL:

Motion was made by Debbie Brown, seconded by Richard Antonello, and carried when all Board members present voted in favor to approve the following personnel consent agenda items T-2, T-3, T-5, TA-1, TA-2, CL-1, CL-2, CL-3, CL-4, CL-5, and Other as listed below:

TEACHERS

T-2 PROBATIONARY APPOINTMENT (AMENDED)

Alyssa Ondris Lutz, Special Education
Effective September 26, 2024 through September 25, 2028
(Bayview; Change in date from August 30, 2024 through August 29, 2028)

T-3 REGULAR SUBSTITUTE (AMENDED)

Jamie Doherty, Guidance
Effective August 20, 2024 through June 30, 2025
(Beach; Change in Date from August 30, 2024 through June 30, 2025)

T-5 **PART-TIME PROBATIONARY APPOINTMENT (AMENDED)**

April Virga, ASL (.4)
Effective August 30, 2024 through August 29, 2028
(Beach Street and Udall; change in date from August 30, 2024)

TEACHING ASSISTANTS

TA-1 **PROBATIONARY APPOINTMENT**

Colleen Unverzagt, Pre-K
Effective September 30, 2024 to September 29, 2028
(Bayview; Step 4; replacing Linda Flandina {retired})

TA-2 **RESIGNATION**

Maureen Pike, Special Education
Effective August 30, 2024
(Bayview)

CIVIL SERVICE

CL-1 **CHANGE IN TITLE**

Mitchell Palminteri, Groundskeeper I
Effective September 13, 2024
(Grounds; Step 2; change from Custodial Worker I; replacing Paul Quigley {reassigned})

CL-2 **LEAVE OF ABSENCE (unpaid)**

(Pursuant to the Family Medical Leave Act of 1993
12-week continuous medical coverage)

Kristi Macchione, Account Clerk
Effective September 17, 2024 through December 9, 2024
(District Office)

CL-3 **PROBATIONARY APPOINTMENT**

*Elizabeth Acosta, Part-Time Food Service Worker
Effective September 23, 2024
(Udall; \$16.54/hr.; replacing Melissa Belle {reassigned})

*Lisa Burns, Part-Time Food Service
Effective September 16, 2024
(Paul J. Bellew; \$16.54/hr.; replacing Imee Acevedo {resigned})

*Susan Hennes, Part-Time Food Service Worker
Effective September 16, 2024
(High School; \$16.54/hr.; replacing Brynn Vitrano-Stocker {resigned})

Christina Robiglio, Cafeteria Aide
Effective September 3, 2024
(Manetuck; Step 3; new position)

** Conditional Pending fingerprinting clearance*

CL-3 continued PROBATIONARY APPOINTMENT

*Ashley Tagliaferri, Part-Time Food Service Worker
Effective September 23, 2024
(Udall; \$16.54/hr; replacing Robin Pierce {resigned})

CL-4 RESIGNATION

Erin Bloodnick, Paraprofessional
Effective September 3, 2024
(Bayview)

Jacqueline Richardelli, Cafeteria Aide
Effective August 29, 2024
(High School)

Melissa Schafer, Paraprofessional
Effective August 28, 2024
(Paul J. Bellew)

CL-5 GUARD II (\$24.20/hr)

*Matthew Alfonzo, effective September 13, 2024
Thomas Fannon, effective October 1, 2024
*Nicholas Monaco, effective September 13, 2024

OTHER

ENRICHMENT INSTRUCTORS FALL 2024 (\$408 per session)

Justin DeMaio (LEGO 1 & II)
Danielle Dischley (Got Science I & II)
Katherine Keller (Coding I & II)
Theresa Robertson (Creative Cooking I & II)
Sophia Stokkeland (The Art of Bookmaking I & II)

FALL 2024 MIDDLE SCHOOL COACHES (AMENDED)

FIELD HOCKEY

Julia Varley 7-8 Udall Coach
(replacing Hailey Fiordiliso)

PERMANENT SUBSTITUTE TEACHER (\$150 per diem)

Danielle DeAntonio, Oquenock
Effective September 13, 2024 through June 27, 2025

SUBSTITUTE TEACHER (\$130 per diem)

*Patrick Hopkins, effective September 23, 2024, student teacher
*Catherine Tinti, effective September 13, 2024

** Conditional Pending fingerprinting clearance*

OTHER
continued

SUBSTITUTE TEACHER (\$150 per diem)

Ana Christodoulou, effective August 30, 2024, leave substitute

ADULT EDUCATION INSTRUCTORS FALL 2024

Michael Harbord (Lifeguard) \$25/hr

Motion was made by Debbie Brown, seconded by Richard Antonello, and carried when all Board members present voted in favor to approve TEACHING: RETIREMENT: Nicole Cagno-Angerame, Elementary, effective September 28, 2024 (26.5 years).

Motion was made by Debbie Brown, seconded by Richard Antonello, and carried when all Board members present voted in favor to approve TEACHING: RETIREMENT: Linda Flandina, Pre-K, effective August 30, 2024 (25 years).

CURRICULUM REPORT

Mrs. Morrison welcomed everyone back to a new school year and stated that we had a great opening of school. At the end of August a three-day new teacher orientation was held where we acclimated our new teachers to the district. The district held two Superintendent Conference Days where Dr. Romanelli delivered a keynote speech that centered around human connections, which the district will be spending some time focusing on throughout the current school year. Mrs. Morrison thanked the administrative team, teachers, staff, parents and students for a wonderful opening.

Mrs. Morrison stated that the electronic device policy that was implemented is going well and thanked all the stakeholders, especially the parents and students who are being supportive on the initiation of this program. Current research shows the impact that electronic devices have not only on students but also on society as a whole. A survey will be sent out next week to the district for a districtwide book talk entitled The Anxious Generation and Mrs. Morrison encourages all parents, students, and staff to take part in the book talk. A Literacy Forum will take place at the West Islip High School at 7:00 p.m. on October 9th. The focus will be around the Science of Reading and Multisensory instructional practices that are utilized as part of the District's Tier 1 instruction at the primary level and the interventions that are utilized at the Tier 2 and Tier 3 levels for those struggling readers. A panel discussion that consists of reading specialists, classroom teachers and administrators will be held at the West Islip High School on October 9th at 7:00 p.m. and invites all to attend.

Mrs. Morrison stated that the District would again collaborate with EF Tours to provide travel abroad learning experiences for our high school students. Last year, students traveled to Belize, Italy and Greece. Trips for the current school year include Costa Rica, Spain and Portugal. Trips for the 2025-2026 school year include locations such as Galapagos Islands, Japan, Barcelona and Madrid.

Mrs. Morrison stated that numerous committees will convene throughout the school year to discuss important issues related to curriculum and instruction. The Attendance Policy Review Committee will start meetings in two weeks to review the current attendance policy, sending out surveys to faculty, staff, students and parents for feedback. The Profile of a Graduate work will continue at the grade levels and the subject area Directors will be working on specific activities that can be done in each of the subject areas to support the students gaining those attributes. The Elementary Literacy Review Committee will pilot several new literacy programs to implement for grades K-5 next September 2025.

Mr. Bedell added that in addition to all Mrs. Morrison mentioned, the West Islip Fire Department will be holding an Open House on Sunday, October 6th, from 11:00 a.m. to 3:00 p.m. The event will offer valuable information for the whole family on fire prevention and safety.

REPORT OF COMMITTEES:

Education Committee: Mr. Antonello reported on the meeting held on 9/10/2024. Items discussed were the overview of testing by all Chairpersons for all departments. The numbers have been consistent with previous years. There is a slight uptick in the English Regents Mastery Level increasing to 79% and the Social Studies AP scores are higher.

Mr. Antonello discussed the formation of a Mental Health Sub-Committee; continuation of Profile of a Graduate goals; professional development with a new program called Brisk which changes the lifestyle of reading for students; district equity work which will include a monthly awareness schedule; changes to the extra help system and the creation of guidelines and goals for teachers to restructure extra help including the ending of increments of time. Additionally, the Attendance Committee will be meeting on 9/23/2024 to discuss the current policies of attendance.

Finance Committee: Mrs. Marks reported on the meeting that was held on 9/10/2024. Items reviewed included payroll summary for June; internal claims audit report for August; system manager audit trial for August; payroll certification for the weeks of 8/7/2024, 8/21/2024, and 9/4/2024; review of warrants; and review of board agenda finance items. The external auditors will be at the Audit Committee meeting on 10/10/2024 at 7:00 p.m. to review the 2023-2024 financial statements and year-end results. The district spent approximately 98% of the 2023-2024 expenditure budget. The remaining fund balances at year-end will be allocated to the Workers' Compensation, TRS sub-fund, Capital and Capital II Reserves.

Buildings and Grounds Committee: Mr. McCann reported on the meeting that was held on 9/10/2024. Items reviewed were the update on the expansion of the West Islip High School pool. The preliminary plans will be submitted in November 2024 to the State Education Department for approval of the project. This approval will take between 10-38 weeks and they are currently looking into a third party reviewer to expedite the process. Construction will start May 2025 and the goal is to be completed by September 2026. The Athletics Department will ensure that there will be places for the teams to practice.

Mr. McCann thanked the Buildings and Grounds Department for all their hard work in preparing the schools for the opening of this school year.

Special Education Committee: Mrs. Brown reported on the meeting that was held on 9/11/2024. Items reviewed included IEP, CSE and CPSE recommendations from respective committees and will be approved at this evening's meeting. The extended school year program went well and many of our in-house staff worked the summer program, which provided continuity and seamless transitions for our students. The Special Education Department has been working hard to ensure that all students have appropriate placements that will best meet their needs. The ICT program for the 7th grade is in place at Beach Street Middle School.

Mrs. Brown stated that the SEPTA portion, which is located under Special Education on the district website, is currently being updated to reflect SEPTA events, meetings and new SEPTA Board Members for the school year. SEPTA President Mara D'Amico joined the meeting for the non-confidential portion to discuss the awareness days the District has identified this year. SEPTA is working on bringing in a variety of speakers for this year's meetings. The SEPTA bowl will be on April 5, 2025 and tickets will be available later this year.

FINANCIAL MATTERS:

Motion was made by Debbie Brown, seconded by Richard Antonello, and carried when all Board members present voted in favor to approve 2024-2025 General Fund budget transfers 4439-4440 and Capital Fund budget transfer 4438.

Motion was made by Debbie Brown, seconded by Richard Antonello, and carried when all Board members present voted in favor to approve 2024-2025 Contracts: Effective School Solutions Services; Kidz Educational Services SLP, OT, PT, LMSW, Psychological, Audiology, PLLC Consultant Services.

Motion was made by Debbie Brown, seconded by Richard Antonello, and carried when all Board members present voted in favor to approve the donation of 58 wind turbines and 195 propeller blades valued at approximately \$116,000 to the West Islip High School Engineering Technology students from Steven Gellar.

Mr. Tussie thanked Mr. Gellar for thinking of the students and this donation.

DONATION:

WHEREAS, the West Islip Union Free School District is in receipt of 58 wind turbines and 195 propeller blades valued at approximately \$116,000 from Steven Gellar, which have been donated to the Engineering Technology students of West Islip High School.

Motion was made by Debbie Brown, seconded by Richard Antonello, and carried when all Board members present voted in favor to approve Surplus: Miscellaneous Books – Paul J. Bellew Elementary School.

PRESIDENT'S REPORT:

Motion was made by Debbie Brown, second by Richard Antonello, and carried when all Board members present voted in favor to approve WITA Memorandum of Agreement re: Preferred Substitute.

Motion was made by Debbie Brown, seconded by Richard Antonello, and carried when all Board members present voted in favor to approve WITA Memorandum of Agreement re: Teamsters Local 237, West Islip UFSD and Employee A.

Motion was made by Debbie Brown, seconded by Richard Antonello, and carried when all Board members present voted in favor to approve resolution re: the Board of Education approves the recommendation of the Special Education Committee of students as listed in the district's backup and authorizes the District to arrange for appropriate services.

Resolution

Be it resolved, that the Board of Education of the West Islip UFSD 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.

Mr. Tussie stated that Dr. Romanelli asked him to reiterate that the opening of this school year was wonderful and how proud he was on the way the students and staff conducted themselves.

Meeting adjourned at 7:51 p.m. on motion by Debbie Brown, seconded by Richard Antonello, and carried when all Board members present voted in favor.

Respectfully submitted,



Elizabeth Davis
District Clerk

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

DRAFT

SPECIAL MEETING OF THE BOARD OF EDUCATION
September 18, 2024 – Beach Street Middle School Media Center

PRESENT: Mr. Tussie, Mrs. Brown, Mrs. Kelly, Mr. McCann
ABSENT: Mr. Antonello, Mr. Bedell, Mrs. Marks
ADMINISTRATORS: Dr. Romanelli, Mrs. Pellati, Mrs. Morrison, Mr. Cameron
ATTORNEY: None

Meeting was called to order at 6:00 p.m. followed by the Pledge.

PERSONNEL

Motion was made by Debbie Brown, seconded by Peter McCann, and carried when all Board members present voted in favor to approve the following personnel agenda item Other as listed below:

OTHER

SWIM PROGRAM AND SWIM TEAMS 2024-2025

Lifeguards
Emily Kofsky
Jacqueline Grande
Brendan O'Regan
Ryan Washington

Meeting adjourned at 6:01 p.m. on motion by Debbie Brown, seconded by Grace Kelly, and carried when all Board members present voted in favor.

Respectfully submitted by,

Elizabeth Davis

Elizabeth Davis
District Clerk

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

PERSONNEL:

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

TEACHERS

- T-1 **LEAVE OF ABSENCE (unpaid)**
(Pursuant to the Family Medical Leave Act of 1993
12-week continuous medical coverage)
- Cara Stern, Elementary
Effective September 30, 2024 through November 3, 2024
(Paul J Bellew)
- Ashley Smar, Special Education*
Effective October 28, 2024 through January 19, 2025
(Udall)

TEACHING ASSISTANT

- TA-1 **PROBATIONARY APPOINTMENT**
- Sophia Margolin-Madden, Special Education*
Effective September 25, 2024
(Oquenock; Step 1; replacing Maureen Pike {resigned})

CIVIL SERVICE

- CL-1 **CHANGE IN STATUS**
- Kimberly Richichi, Senior Account Clerk
Effective September 25, 2024
(District Office; Step 2; change from Provisional Senior Account Clerk)
- CL-2 **CONTINGENT APPOINTMENT**
- *Toni Marie Goldberg, Senior Office Assistant
Effective October 15, 2024
(High School; Step 1; replacing Rosemary Reichert {reassigned})
- CL-3 **LEAVE OF ABSENCE (unpaid)**
(Pursuant to NYS Civil Service Law)
- Maria Crafa, Cafeteria Aide
Effective October 1, 2024 through September 30, 2025
(Manetuck)
- CL-4 **PROBATIONARY APPOINTMENT**
- *Kyra Pitagno, Paraprofessional*
Effective September 30, 2024
(Bayview; Step 1; replacing Lisa Saake {retired})

CIVIL SERVICE, continued

CL-4 PROBATIONARY APPOINTMENT, continued

Sara Reed, Part-Time Food Service Worker
Effective September 25, 2024
(Manetuck; \$16.54/hr; replacing Kim Landhauser {reassigned})

CL-5 RESIGNATION

Pyper Ahrens, Paraprofessional
Effective September 27, 2024
(Paul J. Bellew)

CL-6 RETIREMENT

Lisa Saake, Paraprofessional
Effective September 23, 2024
(17 years)

CL-7 GUARD II (\$24.20/hr)

*Nicholas Monaco, effective September 25, 2024

CL-8 SUBSTITUTE BUS DRIVER

Jonathan Brett, effective August 30, 2024

CL-9 SUBSTITUTE CUSTODIAN (\$16/hr)

Michael Parsons, effective September 25, 2024

CL-10 SUBSTITUTE PARAPROFESSIONAL (\$16/hr)

Maureen Pike, effective September 25, 2024
Lisa Saake, effective September 25, 2024

OTHER

AUDITORIUM TECHNICIANS 2024-2025

Bruce Bockstruck	Arthur Machowicz
Justin DeMaio	Joseph Senatore
Jesse Fawess	Melissa Senatore
Ryan Jensen	John Simeone
David Kaufman	Michael Taranto
James Kraus	Ronald Weber

CONCERT HALL MANAGERS 2024-2025

James Kraus, High School
John Kennedy, Beach Street Middle School
Michael Taranto, Udall Road Middle School

OTHER
continued

CLUBS/ADVISORS 2024-2025

DISTRICTWIDE

Combined Middle School Band, David Kaufman
Combined Middle School Chorus, Melissa Senatore
Combined Middle School Orchestra, Ryan Jensen

HIGH SCHOOL

Academic Decathlon, Brainstormers, Kevin Murphy
Academic Decathlon, Jr. Brainstormers, Noreen Matthews
Art Club, Linda Marino
Audio-Visual Club Director, Ronald Weber
Band Music, David Kaufman
BNL Stem Coders, Mary Kroll
Chamber Singers, Melissa Senatore
Chess Club, Christine Maniscalco
Coordinator, One Act Plays, Elaine Longo
Costume Director, All Productions, Elaine Longo
Creativity Action Service, Edward Jablonski and Virginia Scudder (shared)
Director Flag Team, James Kraiss
Director High School Drum Line, James Kraiss
Director High School Jazz Ensemble, James Kraiss
Director Marching / Pep Band, James Kraiss
Director Musical Play, Ryan Jensen
Director Senior Play, Melissa Senatore
Distributive Education Club of America, Diana Saadat
Drama Coordinator, James Kraiss
Environmental Club, Brian Haldenwang
Esports, Frank Franzone
Extra-Curricular Treasurer, Shawn Wallace
Freshman Class Advisors, Frank Franzone and Patricia Stack
Future Business Leaders Club, Meghan Linderman
Gay-Straight Alliance, John Koroneos
Jazz Lab, David Kaufman
Junior Class Advisor, Dara DePouli and Alexandra Ragin
Literary Magazine, David Gershfeld
Mathletes Sr. High, Danielle Davis and Nancy Yost
Mathletes Jr. High, Craig Michel
Mindfulness Club, Meghan Schou
Mock Trial, Daniel Gschwind
Music Director, Musical Production, Melissa Sentaore
National Art Honor Society, Maria Cristantello
National English Honor Society, Erika Nolan and Tina Schaefer (shared)
National Honor Society, Dina Barone and Beth Crimi (shared)
National Math Honor Society, Tara Annunziata and Alissa Nanda (shared)
National Science Honor Society, Kathleen Scrivani
Natural Helpers Club, Brandon Cohen

OTHER,
continued

CLUBS/ADVISORS 2024-2025, continued

HIGH SCHOOL, continued

Newspaper, Dawn DiVisconti

NYS Business and Marketing Honor Society, Frank Franzone and Patricia Stack (shared)

Photographer: Newspaper/Yearbook, Dawn DiVisconti

Pit Director, Musical, David Kaufman

Power Lift Club, Michael Fusaro

P.S. I Love You Club, Edward Jablonski and David Moglia (shared)

Robotics, Andrew Baranec and Daniel Varney

S.A.D.D., Alexandra Ragin

School Store, Diana Saadat

Science Olympiad, Jessica Alvarez

Senior Class Advisors, Norcen Matthews and Kevin Murphy

Sets Director (All Productions), Michael Taranto

Sophomore Class Advisors, Kaya Konopa and Kaylee Martin

Student Senate, Edward Jablonski and David Moglia

Students with HEARTT Club, Virginia Scudder

Thirst Project Club, Kristie Ferruzzi

Tri-M Music Honor Society, Ryan Jensen

World Language Honor Society, Katlyn Colace and Anna Domingo (shared)

Yearbook, Robyn Southard

OQUENOCK

Art Club, Janet Wolfe

Board Game Club, Kelly Parson and Sue Cosentino (shared)

Garden Club, Lisa Brush and Ava Catapano

Jigsaw Puzzle Club, Joanna Grimm and Annmarie Katzer (shared)

Makerspace Club, Michelle Bonkov and Tammy Dragelin (shared)

Thinking Caps, Grace Bolin and Nicole Devine (shared)

UDALL ROAD MIDDLE SCHOOL

Activities Grade 6, Thomas Loudon

Activities Grade 7 & 8, Kristine Hagens

Art Club, Gregory Ziems

ASL Club, April Virga

Backyard Games, Brian Cameron

Beautification Club, Suzanne O'Connor

Book Club, Denise Lamattina

Chess and Game Club, Thomas Loudon

Costume Design Director, Shane O'Neill

Current Events, Deborah Pulitano

Drama Director, Justin DeMaio and Shane O'Neill

Health Club, Tricia Mileti

Homework Club, Amy Harvey

International Club, Kristina Rocco

Mathletes Grade 7 & 8, Alyssa O'Connor

OTHER,
continued

CLUBS/ADVISORS 2024-2025, continued

UDALL ROAD MIDDLE SCHOOL, continued

Musical Director, Justin DeMaio
National Junior Honor Society, Danielle Dischley and Linda Tong (shared)
School Store, Caryn Drezner and Denise Lamattina (shared)
Science Olympiads Grade 6, 7 & 8, Kristine Hagens
Set Design, Justin DeMaio & Shane O'Neill (shared)
STEAM Club, Nicole Costa
Student Council Grade 6, Thomas Loudon
Student Council Grade 7 & 8, Kristine Hagens
Study Skills, Janet Renganeschi
Ukelele Club, Pamela Cirasole
Yearbook, Amy Harvey
Yearbook Photographer, Michael Taranto

SUBSTITUTE TEACHER (\$130 per diem)

Kate Trizzino, effective September 25, 2024

SUBSTITUTE TEACHING ASSISTANT (\$105 per diem)

Maureen Pike, effective September 25, 2024

SWIM PROGRAM AND SWIM TEAMS 2024-2025

Lifeguards
Teagan McGuire
Alyssa Romanelli
Kiera Singer

MENTOR PROGRAM 2024-2025

Mentor

Wendy Loddigs (Jamie Doherty, Counseling)
Carrie Wagner (Christine Breslin, Elementary)
Kerri Ierardi (Kevin Judge, Elementary)
Kim Kennedy (Regina Hartnett, Elementary)
Jane Murray (Sophia Mastrangelo, ENL)
Vanessa Daige (Jacqueline Turcios-Bonilla, ENL)
Rebecca Silva (Jessica Sanders, Psychologist)
Celia Field (Alyssa Lutz, Special Education)
Stephanie Glennon (Jessica Schilling, Special Education)
Lindsay Simonton (Jillian Ruffo, Special Education)
Erin Power (Nicolette Dardis, Speech)
Andromache Agramonte (Jaden Mule, World Languages)

**WEST ISLIP UFSD
DISTRICT EMERGENCY RESPONSE PLAN
2024-2025**

Amended pursuant to Education Law §§ 2801-a and 807 (Chapter 54 of the Laws of 2016)

Board of Education Approval _____

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OVERVIEW

INTRODUCTION

The Districtwide Emergency Response Plan provides the framework for the West Islip Union Free School District (the District) to identify and implement appropriate strategies for creating and maintaining a safe and secure learning environment for its students and staff. The District's plan provides the overall guidance and direction for development of the Building-level Emergency Response Plan for each of the school buildings in the district. While the districtwide plan covers a broad scope of activities, including violence prevention, intervention and response, the building plans focus more directly on critical actions that must be taken to protect the safety of students and adults in the event of an emergency. Taken together, the district and building plans provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure whereby all individuals can fully understand their roles and responsibilities for ensuring the safety of the entire school community.

When a crisis arises, no school system is immune to the negative physical or mental effects on its students, staff and the local community. Immediate, effective and responsible management and communication can address the crisis and maintain a District's integrity and credibility.

PURPOSE

West Islip School District provides for the protection of students, staff and facilities. This plan was developed in accordance with the Safe Schools against Violence in Education Act (SAVE) and pursuant to Commissioner's Regulation 155.17. The purpose of this plan is to guide administrators, district staff, students, and parents when dealing with emergency situations. All administrators will maintain a current copy of the West Islip School District Emergency Response Plan.

The Board of Education recognizes the necessity of preparing an emergency response plan that ensures the safety and health of students and staff, as well as district property, in the event of an emergency. Pursuant to this concern and the regulations of the Commissioner of Education, the Superintendent will guide the preparation of a District Emergency Response Plan and individualized Building Emergency Response Plans. Such plans will be the official guides for the District in case of fire, civil emergencies, and natural disasters; and shall provide for sheltering, evacuation, and early dismissal; written notification to students, parents and staff; and annual drills and coordination with local and county emergency preparedness personnel. The Superintendent will ensure that sufficient training to implement the plan occurs and Building Principals will be scrupulous in meeting the statutory requirement for conducting evacuation and other emergency drills to ensure orderly dispatch to designated areas under emergency conditions.

The Superintendent will provide administrative procedures to ensure that the district and building plans are in place and that they will be formally adopted by the Board of Education, and reviewed annually and updated as necessary.

The district plan is filed with the Commissioner of Education and available for public inspection on the district website. The district and building plans are filed with the local Suffolk County Police Department Third Precinct and the New York State Police. Building Emergency Response Plans will remain confidential and are not subject to disclosure.

Although the building plans incorporate the most current school safety strategies and efficiencies into the plans, it is critical to consider that the exact actions taken by the District and Building Response Teams will depend on the specific circumstances of a given situation.

DEFINITIONS

Crisis

An unpredictable, tragic event or situation that has the potential to cause a state of upset and disorganization. Some examples are severe, chronic, or life threatening illness of a student, staff member or family member; death of a student or staff member; death of a significant other to a student or staff member; traumatic event; suicide; serious accident; fire; violent school intrusion; community/national/world event; natural disaster.

Districtwide Emergency Management Team

The individuals appointed by the West Islip Union Free School District Board of Education, upon recommendation by the Superintendent of Schools, who are charged with the development and yearly review of the *Emergency Response Plan*, the *Code of Conduct* and the Dignity for All Students Act training.

Duties of the committee will be to develop and update, when necessary, the School District Emergency Response Plan in compliance with the Commissioner's Regulation 155.17. The District Team will include District Office administrators, principals, the Director of Buildings & Grounds, the transportation supervisor, the Director of School Safety, and teacher and nurse representatives.

Districtwide Emergency Response Team

The individuals who are charged with responding to a district/building crisis. The District Team will include District Office administrators, principals, the Director of Buildings & Grounds, the transportation supervisor, the Director of School Safety, and others as necessary.

District Chief Emergency Officer

The Superintendent or his/her designee is the District Chief Emergency Officer. The Chief Emergency Officer has general responsibility for coordination, overview and decision-making in implementing the district's Emergency Response Plan. The District Chief Emergency Officer will be appointed annually by the Board of Education.

The Chief Emergency Officer facilitates communication between school staff and law enforcement and/or first responders in the event of an emergency.

The Chief Emergency Officer is responsible for ensuring that all staff, parents and students are provided with information about emergency procedures.

Building Emergency Coordinator

The Principal is the Building Emergency Coordinator. The Coordinator has general responsibility for coordination, overview and decision-making in implementing the building's Emergency Response Plan. Upon notification of an emergency, the Coordinator will activate the plan as they believe appropriate.

Emergency Response Plan

The district and building Emergency Response Plans are the official guides for the District in the case of fire, civil emergencies, and natural disasters. The district plan provides broad concepts, policies, and procedures. It outlines strategies rather than provides details, and focuses on district policy. The district plan outlines the District's response to threats of violence and includes DASA and Code of Conduct requirements. The districtwide plan, approved by the Board of Education, is open for public review.

The building level plans detail specific response strategies. They are detailed plans that guide how building personnel and students should respond to an emergency in their school. Building level plans include schedules for drilling and details about evacuation procedures. Information specific to emergency communication among staff, responders and family is provided. Building level plans are confidential and are protected from disclosure under Article 6 of the Public Officers Law.

Included in the district and building plans shall be:

- a. Definitions of emergencies and procedures to be followed;
- b. Designation of a control center in anticipation of, or in response to an emergency;
- c. Identification of sites of potential emergencies;
- d. Identification of appropriate responses to emergencies;
- e. *Procedures for coordinating the use of District resources and personnel during emergencies;
- f. *Identification of District resources which may be available for use during an emergency;
- g. *A system for informing all schools within the district of the emergency;
- h. Plans for taking the following actions, if appropriate: school cancellation, early dismissal, evacuation and sheltering;
- i. *Pertinent information about each school, including floor plans , information on school population, number of staff, transportation needs and the business and home telephone numbers of key employees of the district and others, as appropriate;
- j. Procedures for obtaining assistance from local government officials;
- k. The roles and responsibilities of school safety personnel and School Resource Officers (SROs), including a memorandum of understanding with the Suffolk County Police Department.
- l. Any other information deemed relevant by the Committee. The Committee will examine and consider other recommended information for inclusion in the Plan.

* Confidential information included in Building Emergency Response Plan Only.

Building Emergency Response Teams

Each building shall establish a building emergency response team. Team members shall include, but not be limited to the principal, assistant principal, counselors, nurse, head/chief custodian, psychologist, social worker and secretary. A chain of command will be established within the building.

The responsibilities of the building team shall include to:

- a. Establish a building crisis announcement (included in the emergency response plan).
- b. Determine the location of the building command post, alternate command post, staging area and alternate staging area. These locations shall be included in the emergency response plan for each district location.
- c. Determine the needs of the command posts: emergency response kit, phone and radio system, and announcement procedure.
- d. Meet periodically to review procedures.
- e. Meet periodically with staff to review the emergency response plan.
- f. Maintain an accurate, current phone list for all students and staff.
- g. Determine the appropriate emergency response actions specific to the building for various emergency situations, which may include but are not limited to:
 1. Bomb threat
 2. Hostage situation/intruder
 3. Kidnapped/missing person
 4. Medical emergency
 5. Civil disturbance, radiological/terrorist incident
 6. Adverse weather condition
 7. Hazardous materials spill
 8. Explosion and/or fire
 9. School bus accident

Command Post

A primary command post is established and maintained in the Office of the Superintendent of Schools. A secondary command post is established and maintained in every school in the district. In the event of an emergency in a single site, a command post shall be established in that building in an area deemed appropriate for the particular emergency. All operations will be directed from the designated incident Command Post.

These command posts shall be equipped with the following:

- a. Equipment to receive messages from all sources:
 1. Emergency Broadcast System
 2. Radio receiver/transmitter on school bus frequency
 3. National Weather Bureau
- b. Telephone system
- c. Emergency lighting: generator, flashlights
- d. Office supplies
- e. List of emergency telephone numbers
- f. List of hazardous materials
- g. Maps, charts, etc.
- h. Laptop
- i. AED
- j. Medical supplies (The nurse will move all medications to the Command Post in the event of an emergency.)

Incident Commander

The Incident Commander, usually the Principal, coordinates efforts in the event of an emergency at the building level. The Incident Commander will:

- a. Take full control upon being notified of an emergency;
- b. Make immediate decisions regarding emergency responses;
- c. Order activation of appropriate responses;
- d. Notify appropriate agencies;
- e. Be prepared to turn over control to outside agencies;
- f. Perform testing of the Emergency Response Plan on an annual basis;
- g. Meet with local government and emergency service organization officials to develop procedures for advice and assistance for emergency situations that exceed the expertise and/or resources of the district. These procedures will then be incorporated into the Emergency Response Plan;
- h. Determine when and which educational agencies located within the school district shall be notified of an emergency and the action to be taken;
- i. Develop emergency management response actions with the Building Emergency Response Team for:
 1. Response actions – early dismissal, evacuation, and sheltering;
 2. Criminal offenses, natural & technological hazards, fire & explosions, system failures, and medical emergencies.

RISK REDUCTION/PREVENTION AND INTERVENTION STRATEGIES

ANNUAL TRAINING

The Superintendent of Schools shall ensure that annual training is conducted for all students and staff and for new employees within thirty (30) days of hire. Instructions shall be distributed to staff in written and verbal form, and shall include:

- a. Definitions of school violence and disciplinary consequences as per the School District Code of Conduct and Ethics Policy;
- b. Student and staff guidance on nonviolent conflict resolution, peer mediation and mentor programs;
- c. Information on early detection of potentially violent behavior;
- d. Information on how to report incidents of violence, including threats, verbal abuse, and Internet/social media threats;
- e. How to recognize and respond to school security hazards and other emergency situations;
- f. A detailed description of potential emergency situations;
- g. The names of the building emergency response team members;
- h. The method of disseminating information during an emergency;
- i. A review of post-incident procedures, including medical follow-up and counseling/referral protocols;
- j. Additional sources of information.

DRILLS

It is the duty of the principal or his/her designee to instruct and train the pupils by means of drills, so that they may, in a sudden emergency, be able to leave the school building in the shortest time possible and without confusion or panic. There shall be twelve (12) emergency drills in each school year, eight (8) of which shall be held between September 1 and December 30 of each school year. There shall be a minimum of four (4) lockdown drills. Local law enforcement shall be invited to participate in lockdown drills.

Drills shall include practice and use of the alert and warning procedures, including fire alarms when appropriate, communication systems and protocols, staff responsibilities, evacuation and sheltering procedures, and other procedures appropriate to the type of drill being performed.

In the course of at least one drill, pupils shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period, provided however, that such additional instruction may be waived where a drill is held during the regular school lunch period. Drills shall be conducted in a manner whereby students are instructed to evacuate the building using alternate routes so that they can respond in the event of a real life incident. Upon notification of an impending actual situation or drill, building principals shall direct pupils and staff to designated assembly areas or remain in classrooms as appropriate.

At least once every school year, the district will conduct a test of its emergency plan for sheltering and early dismissal. Such drills will not occur more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures shall be included in the test. Pupils will be released to their assigned buses when such buses are announced as available. Normal bus schedules will be followed for the Early Dismissal Drill, but moved up for the 15-minute drill period, or in the event of a real emergency, immediately after the decision is made for an early dismissal. Parents or guardians shall be notified in writing at least one week prior to such drill.

SCHOOL SECURITY

Each school building requires all visitors to use the front door, produce identification at the security vestibule, and wear a visitor's pass that is returned upon leaving the building for the duration of the visit. Surveillance cameras are located and monitored throughout the district by trained school safety officers. School safety officers are assigned to every school in the district. Students will use designated points of entry and egress only and produce identification when requested by any adult staff member. All staff members and secondary students are required to wear a district-issued photo ID during school hours.

School safety personnel will assist in implementing aspects of the building emergency response plan. West Islip safety staff receives appropriate training and holds required certification.

EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIOR

The District-Wide Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention. Training will include the early warning signs of potentially violent behavior and early intervention strategies. Informative materials relative to the early detection of potentially violent behaviors will be included, as appropriate, in curriculum materials, as well as in the Health and Wellness and district newsletters.

RESPONSES TO VIOLENT BEHAVIOR

All incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.), as well as threats made by students, staff or visitors against others or themselves, including suicide, shall be reported immediately and be documented in writing. District personnel shall maintain a student and/or staff member's confidentiality when appropriate. There will be no reprisal for reporting incidents of violence or potential violence.

The Principal or designee shall be responsible for receiving and responding to reports, including anonymous reports. Information on the reporting process for students and staff are provided as part of the violence prevention training program at the beginning of each school year. Relationships shall be established with local law enforcement officials and emergency response agencies at the building and district levels.

Reporting of incidents

Once notified of an incident of violence or threat of physical harm made by students, staff or visitors against themselves or others, the Principal or designee will notify the local police department and activate the building response team. The area of disturbance shall be secured and assessed, and **Hold in Place** will be enacted, until the severity of the situation can be determined, at which time the appropriate emergency protocol will be initiated (evacuation, lockdown, lockout, shelter in place). Students and staff shall be briefed on the incident, and parents shall be notified.

Investigation of incidents

After an emergency or violent incident, the Superintendent and Principal will review the occurrence and determine the appropriate level of investigation and follow-up. Depending on the situation, the Superintendent may convene the District Emergency Response Team to conduct a debriefing, focusing on facts that may prevent recurrence. The investigation will collect facts on how the incident occurred, identify contributing causes, recommend corrective action, and consider changes in controls, policy and/or procedures.

Post-incident actions

The school district recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students and staff following exposure to a violent incident. Individuals affected by a violent act in the school district will be provided with appropriate medical and psychological support by the Post-Incident Response Team. Provisions for confidentiality and protection from discrimination will be included to prevent victims of violent incidents or incident of violence against themselves from suffering further loss.

Disciplinary Measures

The West Islip School District Code of Conduct is the basis for determining the appropriate disciplinary measures for students who perpetrate violent behavior or disruption to the school environment through acts conducted outside of the school environment. The Code of Conduct describes the expected behavior of students, staff and visitors, and the disciplinary actions resulting for violations. A copy of the Code of Conduct may be found on the District's website.

EMERGENCY RESPONSE PROTOCOLS

The District recognizes that many different types of emergency situations may arise resulting in the need for specific or combined emergency response protocols. A detailed listing of emergency responses is included in each Building Emergency Response Plan. The Building Emergency Response Team is responsible for reviewing and updating these responses and communicating them to students and staff. Each building level plan is required to be updated annually to include possible changes in student population, staffing, location of staff and students with special needs, and building schematics; as well as any district changes to safety protocols. These changes must be submitted to the Superintendent, in writing, by September 30 of each school year.

Building administrators are required to familiarize themselves with the proper procedures for all types of emergencies that are identified in the Building Emergency Response Plan.

Sheltering and staging areas should be designated in building plans. These are sites where students and staff can congregate in the event that they must be moved away from a dangerous area such as a hostage situation, or where they can wait for transportation to a safe evacuation site. The diagrams of the building floor plans and the building and grounds site plans are listed where appropriate throughout the district and indicate possible staging areas both in the building and outside the building.

NOTIFICATION AND ACTIVATION

Effective and timely communication between the emergency response team and local emergency responders is essential in the event of a violent incident or emergency situation. The West Islip UFSD does not prohibit any staff member, student or visitor from calling 911 in the event of an emergency.

INTERNAL COMMUNICATIONS

During an emergency, all phones and other communication devices are to be reserved for emergency use only. Communication methods may include telephone, fax, email, PA system, cell phone, bullhorn, radio, blue lights, or alarm system, as necessary. Plain language, and not codes, will be used when making emergency announcements.

The district and building Emergency Response Plans shall guide the administration of the West Islip School District in dealing with myriad emergency situations of natural and manmade origins. Because no two incidents are exactly the same, this plan shall be used as a guideline. Common sense should prevail in all emergency situations. Nevertheless, general response protocols to be employed shall include:

- a. Identifying the emergency situation;
- b. Safeguarding students and staff through protective actions;
- c. Administering first aid;
- d. Notifying administrators and emergency services;
- e. Notifying parents;
- f. Notifying the media, if appropriate;
- g. Debriefing.

Five responses will be referenced in the specific emergency plans within the pages of this document. The details of each of these responses are described below.

Shelter in Place is used for incidents that require students and staff to be sheltered within the school building. This plan involves keeping students in the school rather than evacuating them to another building or sending them home. This decision would be made when roads are closed or outside travel is very hazardous. Sheltering is usually short-term, but conditions could warrant extended sheltering.

Hold in Place is used to limit movement of students and staff while dealing with short-term emergencies. This plan may be employed within the school when an incident requires student removal from the immediate location of the event, such as a fight or individual medical emergency.

Evacuate is used to move students and staff away from the building. This plan requires that a building's inhabitants leave the building for another location. Evacuation may mean going outside away from the building and waiting for the danger to pass, or it may require students be transported to and temporarily housed at another building.

Lock Out is used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.

Lock Down is used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.

Other

School cancellation is a response that will be implemented in the event that the Superintendent of Schools determines that school will not be open on a scheduled school day due to a national or weather-related emergency, or because of building problems such as heating plant failure or loss of water. As soon as the decision to cancel school is made, parents and staff will be advised via a *ParentSquare* notification. Additionally, notification will be made to News12 Long Island, WBAB 102.3, WBLI 106.1, WALK FM 97.5, WALK AM 1370, and Verizon FIOS1.

Delayed Opening is employed, when possible, on days of inclement weather (snow, freezing rain, etc.) to maximize student attendance and instruction. With this delayed opening procedure, bus pick-ups and school starting times are delayed two hours from the normal start.

Early Dismissal or the "Go Home Plan" meets the need to return students to their homes and families as soon as possible. When the decision for an early dismissal is made, parents and staff will be advised via a *ParentSquare* notification. In the elementary and middle schools, contact with a parent/guardian or emergency contact will be established prior to sending the child home. If contact is not made, the child will remain at the school or transported to a central hold location.

SITUATIONAL EMERGENCIES

ABDUCTION/MISSING STUDENT

The Building Emergency Response Plan will include procedures to be followed in the event of an abduction or missing student. During school hours, if a student documented as previously present is missing, the first person aware of a missing student (or abduction) will immediately notify the Principal's office. The Main Office will provide student information and photo ID to building staff, who will search the building. The public announcement system will also be used. If the student is not found, the Superintendent, parent/guardian and the police will be notified. The Principal will relinquish authority of the investigation to the police upon arrival and assist as requested. No information is to be released to the media. Parents will be notified immediately if/when the student is located. Parents shall contact the school if they locate the student.

If a K-8 student does not arrive at school, a parent/guardian shall immediately be contacted. The student's mode of transportation to school should be reviewed. If the student is not located, the police should be notified. Student information and photo ID will be provided, and the Superintendent should be notified. The Principal will turn over the investigation to the police upon their arrival and assist as requested. No information is to be released to the media. Parents will be notified immediately if the student is located. Parents shall contact the school if they locate the student.

At the high school level, a parent/guardian will be contacted via the established mechanism used to notify parents of student absence. Teachers are expected to take period-by-period attendance every day as per the procedures prescribed by the Principal.

After school hours, when a student has not arrived at home when expected, the school may be notified of such by the parent/guardian. As much information as possible shall be gathered about the student and his/her departure from school. The parent/guardian shall be advised to contact friends and the police if the student is not located. The Principal or designee should be available to assist in a police investigation. Parents will be notified immediately if the student is located. Parents are expected to contact the school if the student is located.

ACTS OF VIOLENCE

In the event of an actual act of violence, the Principal and Superintendent should be notified immediately. Call 911. The immediate area should be isolated, and the building should initiate the **Hold in Place** protocol until the level of threat is ascertained, at which time the appropriate protocol will be utilized.

BOMB THREATS

Building administrators will familiarize themselves with bomb threat procedures identified in the Building Emergency Response Plan. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are to be addressed in the building level plan. The *FBI Bomb Threat Call Checklist* will be available at phones most likely to receive outside calls in each building location.

CIVIL DISTURBANCE

At the beginning of an actual or potential civil disturbance, the following information should be obtained:

- a. Specific location of action/gathering;
- b. Time incident commenced;
- c. Number of persons involved;
- d. Description of action(s) taking place;
- e. Purpose or intentions of the group;
- f. Identities of participants, if known.

The Superintendent should be notified and staff and students should be moved away from areas where confrontations are occurring or may occur. If conditions warrant, school may be closed. In this event, police and other appropriate parties should be consulted prior to reopening of school.

IMPLIED OR DIRECT THREATS OF VIOLENCE

Building plans will address strategies to be used by staff to de-escalate potential violent incidents. In the event of a threat, the Principal should be notified immediately. The Principal and Superintendent will determine the level of the threat, and contact law enforcement, if deemed necessary. Students who imply or threaten violence will be disciplined according to the District Code of Conduct.

INTRUSION

The Building Emergency Response Plan will include procedures to be followed in the event of an intruder. Paraprofessionals, school safety, and main office personnel are to be included in intruder awareness training.

The first person to become aware of an intruder or suspicious person will immediately report this information to the Principal's Office, who in turn shall alert building school safety staff and call a **Lockdown**. School safety personnel, the Principal or designee will approach the intruder to determine the nature of his/her presence and to obtain identification. The Principal or designee will accompany the individual(s) to the proper location of business, or if no acceptable purpose can be ascertained, request that the individual(s) will be escorted off of the premises. School safety, the Principal or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.

If the individual(s) refuses to leave, they should be informed that they are in violation of the law, and that the police will be notified. Dial 911 or other appropriate emergency notification. If the situation escalates, a public address announcement will be utilized to implement a **Lockdown**.

The Superintendent's Office shall be notified so appropriate resources can be made available to the building. The Principal shall assist the first emergency responders and shall relinquish authority to the police or emergency services.

TAKING OF A HOSTAGE

The Building Emergency Response Plan will include procedures to be followed in the event of a hostage situation. The first person aware of the situation will immediately notify the Principal's Office and call 911. The Principal or designee will issue the appropriate announcement alert, if necessary, isolate the area, and notify the Superintendent. No information will be provided to the media at this time. The Principal or designee will relinquish authority to the police upon their arrival and assist as requested.

MEDICAL EMERGENCIES

EPIDEMIC/PANDEMIC

In the event of a declared public health emergency, the district will implement its operational plan. Directives by the local and/or state public health officials, New York State Executive or school physician shall be followed. Students and staff will be encouraged to practice healthy behaviors, and supplies will be provided as necessary. Frequently touched objects will be cleaned often and a room will be designated within each school building for sick students and staff.

Prevention/Mitigation

- The district will work closely with the Suffolk County Department of Health Services (SCDHS) to determine the need to activate the plan.
- The SCDHS will monitor countywide cases of communicable disease and inform school districts as to appropriate actions.
- The Executive Director of Human Resources will work with the Superintendent to coordinate pandemic planning and response efforts.
- Building teams will review and assess obstacles to implementing the plan.
- The school district will emphasize vaccination, hand-washing, face coverings and other etiquette through educational campaigns.
- Information will be provided regularly to parents, staff, and students about an enforced pandemic plan using the website, postings and direct mailings for this purpose.

Essential Positions

In the event of a government ordered shutdown, a list of employees will be identified as “essential” and will not be able to work remotely. Such personnel are listed in the Directory on page 17.

Depending on the exact nature of the communicable disease and its impact, the district will use strategies to reduce congestion and maintain social distancing requirements. The following will be considered:

- Limit building occupancy or the maximum allowable by state or local guidance;
- Form employee work shift cohorts to limit potential contacts;
- Limit employee travel within the building;
- Limit restroom usage to specific work areas;
- Stagger arrival and dismissal times;
- Alternate work days weeks;
- Limit or eliminate visitors to the building.

Technology & Connectivity

All students and teachers will have access to technology devices and high-speed broadband in their places of residence to ensure that all students have an opportunity to participate in learning activities and demonstrate mastery of Learning Standards.

Employees who are identified as “non-essential” will work remotely. The district will ensure digital equity for these staff members by:

- Surveying staff to determine who will need devices to maintain operational functions or instructional services;
- Surveying staff to determine the availability of viable existing at-home Internet service;
- Providing mobile devices and Internet access as necessary.

FOOD POISONING

The problem shall be identified. Public health officials shall be notified, and the directives of the public health officials or school physician shall be followed.

INDIVIDUAL STUDENT EMERGENCY

The problem shall be identified. The nurse shall be notified and the specific protocols for addressing the emergency shall be followed. The parent shall be notified. The area of disturbance shall be secured, if necessary, and **Hold in Place** will be enacted until the incident is resolved. If the student must be transported to the hospital, the nurse, Principal, or designee shall accompany the student.

SCHOOL BUS ACCIDENT

Students shall be relocated away from the danger area if they can be moved. First aid shall be rendered to injured persons. Emergency assistance shall be requested from the police department and fire department. The Superintendent and transportation supervisor shall be notified. Parents shall be contacted and given direction as to where to meet their child.

WEATHER-RELATED EMERGENCIES

The National Weather Service advisories and media reports shall be monitored.

HURRICANE/TROPICAL STORM

National Weather Service advisories shall be monitored. If school is not in session, consultation shall take place with the Superintendent and local Emergency Management Office to coordinate cancellation of school. If school is in session, the **Go Home** plan will be implemented, if appropriate. Action shall be taken to protect school physical plants, as advised by the Suffolk County Office of Emergency Management and National Weather Service. After the storm, damage to property and facilities will be assessed. School will reopen after coordination with county emergency management office and local officials, if necessary.

THUNDERSTORM/LIGHTNING STORM

National Weather Service advisories shall be monitored. All outdoor activities will be curtailed if thunder is heard, lightning is seen or the sky is threatening. All persons shall be summoned into the building(s) to take shelter, avoiding glass doors and windows. Occupants shall stay inside a safe building or vehicle for at least 30 minutes after the last thunderclap is heard.

TORNADO

National Weather Service advisories shall be monitored. Spotters shall take positions if a watch is issued. If a tornado is sighted or a warning issued, outdoor activities will be curtailed. Other actions to be taken: shelter in hallways at the lowest floor of the building possible, avoid windows, and avoid large rooms such as cafeterias and gyms. Outside weather conditions will be monitored. When the warning is rescinded or "all clear" advice is given, normal activities will resume, if there is no damage to school property. Further actions shall be coordinated with the Suffolk County Office of Emergency Management, if necessary. If the building has sustained damage, the Superintendent, Director of Building and Grounds, and the county emergency management office will be notified.

WINTER STORM

Weather and road conditions will be monitored. Appropriate response actions will be considered: cancel school, employ **Delayed Opening** or **Early Dismissal Procedure**, provide shelter. Protocols for notifying BOCES District Superintendent, media outlets, staff and parents shall be employed.

NATURAL DISASTERS

EARTHQUAKE

National Weather Service advisories shall be monitored. If indoors, occupants shall drop to the ground, take cover under a sturdy table, and hold on until the shaking stops. Stay away from glass, windows, outside doors and walls, and stay inside until the shaking stops and it is safe to go outside. Elevators shall not be used. If outdoors, stay outside, but move away from buildings, streetlights and utility wires.

FLOOD

National Weather Service advisories and local road conditions shall be monitored. Roads most vulnerable to flooding shall be identified. Plans for school closings and/or selections of alternate transportation routes shall be made, if necessary. Emergency response will be activated based on advisories from the National Weather Service and the Suffolk County Office of Emergency Management. Appropriate response actions shall be taken: cancel school, employ **Delayed Opening** or **Early Dismissal Procedure**, provide shelter. Protocols for notifying BOCES District Superintendent, media outlets, and staff and parents shall be employed. When conditions permit, schools shall reopen.

TECHNOLOGICAL/CHEMICAL HAZARDS

AIR POLLUTION

Advisories from local health authorities or environmental agencies shall be monitored. Appropriate response actions shall be taken: cancel school or **Early Dismissal Procedure**, provide shelter. Protocols for notifying BOCES District Superintendent, media outlets, and staff and parents should be employed. When conditions permit, and as recommended by local health and environmental officials, schools shall reopen.

GAS LEAK

Upon discovery or detection, the Director of Buildings and Grounds and the Superintendent shall be notified. The degree of the problem shall be evaluated and the fire department and/or local gas supplier shall be contacted. Operation of the building shall be curtailed or cease, as appropriate. Staff, parents, and students shall be notified. Commence remedial action. Resume normal activities when safety assurances are provided by the fire department and gas supply supervisor.

HAZARDOUS MATERIALS (OFF SITE)

Upon notification, directives of the Suffolk County Office of Emergency Management and the fire department shall be followed, including to: **Shelter in Place**, close off all outside air intake valves, and curtail outdoor activities. If directed to **Evacuate**, the appropriate procedure will be implemented. Normal activities will resume when safety assurances are provided by the appropriate authorities.

HAZARDOUS MATERIALS (ON SITE)

Upon discovery or detection of any spill of a hazardous nature or petroleum product, 911 shall be called and the fire department and Superintendent notified. Directives from the Suffolk County Office of Emergency Management and the fire department shall be followed. Operation of the building shall be curtailed or cease, as appropriate. If directed to **Evacuate**, the appropriate procedure will be implemented. Staff, parents, and students and the New York State DEC hotline shall be notified. A remediation plan shall be developed with the fire department and the DEC. A professional agency will remediate and decontaminate the area. Normal activities will resume when safety assurances are provided by the DEC and other appropriate authorities.

POWER OUTAGE

Upon discovery, the Director of Buildings and Grounds and the Superintendent shall be notified. The degree of the problem shall be evaluated and PSEGLI shall be notified. Operation of the building shall be curtailed or cease, as appropriate. Staff, parents, students, and the Technology Department shall be notified and remedial action commenced. Normal activities shall resume when electric power is restored.

RADIOLOGICAL INCIDENT

Upon notification, directives of the Office of Suffolk County Emergency Management and the fire department shall be followed. If directed to **Shelter in Place**, outside air intake valves shall be closed and outdoor activities curtailed. If directed to **Evacuate**, the appropriate procedure will be implemented. Normal activities will resume when safety assurances are provided by the appropriate authorities.

COMMUNICATION

MEDIA NOTIFICATION

The Superintendent and/or designee will assist the media. The Superintendent will share the District's communication plan to keep the media informed and coordinate with fire and police public information officers to provide accurate and consistent information.

The media is not allowed on school property without permission from District Office, and only in areas designated in building plans. Staff and students are not authorized to grant interviews.

PARENT NOTIFICATION AND RESPONSIBILITIES

The ability to contact parents/guardians is a critical component of any emergency response plan. It is essential that an accurate, current emergency telephone contact chain be in place in each building. Copies of the emergency telephone contact chain will be kept in the Main Offices of the school buildings and in District Office. The automated *ParentSquare* program shall be used whenever possible and appropriate to disseminate information.

In the event of an emergency, it is expected that parents will:

- a. Cooperate with and support school personnel and emergency service workers.
- b. Remember that school is one of the safest places where students may be located during most crises or natural disasters.
- c. Recognize that students will be kept at school until the police department determines that the crisis is over. If students are evacuated to another location, parents will be alerted via *ParentSquare*, media release, and web posting.
- d. Stay clear of the school building and premises so that school personnel may do their jobs unfettered by outside distractions.
- e. Refrain from calling the building or district for information, as this distracts staff from doing their primary job: ensuring the safety of students and may unnecessarily jam phone lines.

DIRECTORY

DISTRICT-WIDE SCHOOL SAFETY TEAM

Dr. Paul Romanelli	Superintendent of Schools	631-930-1560
James Bosse	Director of Buildings & Grounds	631-930-1503
Maureen O'Connor	Administrative Assistant, District Office	631-930-1561
Jeanne Dowling	Director of Special Education	631-930-1545
Elisa Pellati	Assistant Superintendent for Business & Operations	631-930-1530
Timothy Horan	Director of Athletics, Physical Education, Health & Recreation	631-930-1540
Don Lettieri	Lead Guard, West Islip High School	631-504-5905
Sean McLeavey	Director of School Safety	631-893-3347
Dawn Morrison	Assistant Superintendent for Curriculum & Instruction	631-930-1559
Dr. Patrick Kiley-Rendon	Executive Director of Technology and Innovation	631-930-1580
James Cameron	Assistant Superintendent for Human Resources	631-930-1564
Elisa Pellati	Transportation Department	631-893-3940

CHIEF EMERGENCY OFFICER

Dr. Paul Romanelli	Superintendent of Schools	p.romanelli@wi.k12.ny.us	631-930-1560
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BUILDING SAFETY COORDINATORS

John Mullins	Principal, Bayview ES	j.mullins@wi.k12.ny.us	631-504-5603
Dr. Anthony Bridgeman	Principal, Beach Street MS	a.bridgeman@wi.k12.ny.us	631-930-1604
Vanessa Williams	Principal, Manetuck ES	v.williams@wi.k12.ny.us	631-504-5644
Amanda Harvey	Principal, Oquenock ES	am.harvey@wi.k12.ny.us	631-504-5663
Rhonda Pratt	Principal, Paul J. Bellew ES	r.pratt@wi.k12.ny.us	631-504-5684
Dr. Daniel Marquardt	Principal, Udall Road MS	d.marquardt@wi.k12.ny.us	631-930-1655
Andrew O'Farrell	Principal, West Islip HS	a.ofarrell@wi.k12.ny.us	631-504-5815

ESSENTIAL EMPLOYEES

Title	Justification	Work Shift	Protocol
Superintendent's Cabinet	Overall district supervision	Regular school day	Private office
Principals	Overall building supervision	Regular school day	Private office
District Office staff	Necessary work (informational and instructional technology, payroll, food service, facility use, transportation, etc.)	Regular school day	Staggered shifts as necessary
Building clericals	Assist building principals Greet visitors	Regular school day	Staggered shifts Private work area with barrier
Building & Grounds staff: custodians, maintenance, grounds	Work cannot be completed remotely	Regular school day	Staggered shifts Individual work assignments
Nurses	Parent/staff oversight and communication	Regular school day	Private office

OUTSIDE AGENCIES – SUFFOLK COUNTY

County Fire Rescue/Emergency Services	Commissioner's Office	631-852-4850
	<i>nights, weekends, holidays</i>	631-852-4815
	Emergency Preparedness	631-852-4900
Department of Public Works	General Information	931-852-4000
	Main Office	631-852-4010
	<i>nights, weekends, holidays</i>	631-852-4256
Division of Mental Hygiene	Community Response Team	631-853-3109
Environmental Health Services	Administration	631-853-3081
	<i>nights, weekends, holidays</i>	631-853-5555
Health Services	Information & referrals	631-853-3000
	<i>nights, weekends, holidays</i>	631-853-5555
	Poison Control	1-800-222-1222
Police Department – 3rd Precinct		631-854-8300
Public Health Department	Administration	631-853-3055
	<i>nights, weekends, holidays</i>	631-853-3074
Good Samaritan Hospital		631-376-3000
South Shore University Hospital		631-968-3000
Stony Brook University Hospital	Psychiatric	631-444-4000

OUTSIDE AGENCIES – NEW YORK STATE

Department of Environmental Conservation	Regional Office	631-444-0320
	Emergency Spill Hotline	1-800-457-7362
Health Department	Environmental Health	1-800-458-1158
Labor Department	Safety & Health Regional Office	516-485-4409
	Emergency Management Office	518-457-2222

OUTSIDE AGENCIES – FEDERAL

Department of Energy	Radiological assistance	631-282-2200
FEMA	24-hour Hotline	202-898-6100
	On-site coordination	212-225-7209
Occupational Safety & Health (OSHA)		516-334-3344
	24-hour Hotline	1-800-321-6742

District Goals and Objectives (2024-25)

DRAFT COPY - UPDATES IN RED

MISSION STATEMENT

The West Islip Community is committed to excellence in education through the establishment of an academic, vocational and social environment in which all children can learn and succeed. Our students will be provided the opportunity to develop their self-esteem and a respect for others while acquiring the knowledge, skills and attitudes to become responsible citizens in a rapidly changing world. Our goal is to have students think in global terms and develop cultural sensitivity and an international orientation. We seek to instill in our students the ability to share their commonalities, celebrate their differences, and appreciate that learning is a lifelong process

I. GOVERNANCE

OBJECTIVES:

- Update policies and protocols as required by law and Commissioner's Regulations and NYSSBA recommendations
- Provide Board trustees with **ongoing** 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
- **Form strategic partnerships to advocate for budget reform at the state level with a particular focus on the foundation aid formula**

II. COMMUNITY

OBJECTIVES:

- Partner with community groups and stakeholders to support and enhance school programs
- Utilize the district website and social media pages 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 **for all students and staff** that embrace respect and compassion for all
- Host **district** events to educate the community on programs and supports available throughout the district

- Redesign our district website as an engaging and interactive platform that fosters community involvement and collaboration

III. INSTRUCTIONAL PROGRAM

OBJECTIVES:

- Further develop our West Islip Profile of a Graduate by **developing educational experiences for each of our defined attributes in all subject areas**
- 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
- 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 **equitable**, standards-based grading practices 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 **project and performance based learning** opportunities for students
- Utilize **feedback and achievement** data to guide instructional decisions, determine necessary professional development for staff, **and refine course offerings** to ensure all students **meet with success**
- Incorporate relevant and meaningful learning experiences at the local and global level through industry partnerships, skill based programs and experiential travel opportunities
- **Develop mastery learning techniques to ensure that every student achieves a thorough understanding of the material before progressing to more advanced concepts**

IV. FACILITIES

OBJECTIVES:

- Evaluate district needs and identify priority items to fund through the capital reserves
- **Continue to focus on school safety protocols to meet or exceed recommended security standards, ensuring a safe and secure learning environment for all students and staff**
- **Explore modifications to instructional spaces that support 21st century learning and student engagement**

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
- Provide learning opportunities for parents in the use of district technology and applications
- **Develop a comprehensive stance on artificial intelligence that guides ethical implementation and integration into the school district's curriculum and policies**
- **Effectively implement the NYS Computer Science and Digital Fluency Standards to equip students with essential 21st-century skills and foster a deeper understanding of technology**
- **Align technology competencies across grade levels to ensure a coherent and progressive development of digital skills throughout the educational journey**

CONSULTANT SERVICES CONTRACT

AGENDA ITEM VI.
APPROVAL C.
SM 9/24/2024

This Agreement is entered into this **1st day of July, 2024**, by and between the Board of Education of the West Islip School District (hereinafter the “DISTRICT”), having its principal place of business for the purpose of this Agreement at 100 Sherman Avenue, West Islip, New York, and Kids First Evaluation & Advocacy Center, Inc. (hereinafter the “CONSULTANT”), having a principal mailing address of 1014 Grand Blvd., Suite 5, Deer Park, New York 11729.

A. TERM

1. The term of this Agreement shall be from **July 1, 2024** through **June 30, 2025**, inclusive, unless terminated early as provided for in this Agreement. It is understood that the DISTRICT is under no obligation to renew this Agreement upon its expiration.

B. CONDITIONS

In performing services specified in this Agreement, it is understood that:

1. CONSULTANT will be engaged as an Independent Contractor, and therefore be solely responsible for the payment of federal and state income taxes applicable to this Agreement.
2. Neither CONSULTANT nor any of its employees, agents, or assigns will be eligible for any employee benefits whatsoever relative to this contract including, but not limited to, social security, New York State Worker’s Compensation, unemployment insurance, New York State Employees’ Retirement System, health or dental insurance, or malpractice insurance, or the like.
3. This Agreement, and any amendments to this Agreement, will not be in effect until agreed to in writing, and signed by authorized representatives of both parties.
4. CONSULTANT agrees to defend, indemnify and hold harmless the DISTRICT, its officers, directors, agents, or employees against all claims, demands, actions, lawsuit costs, damages and expenses, including attorneys’ fees, judgments, fines and amounts arising from any willful act, omission, error, recklessness or negligence of the CONSULTANT, its officers, directors, agents or employees in connection with the performance of services pursuant to this Agreement.

C. SERVICES AND RESPONSIBILITIES

1. The CONSULTANT shall provide services set forth in this Agreement. CONSULTANT shall provide a variety of consulting activities, as follows:

Evaluations and Related Services as per the 2024-2025 CSE Rate Sheet

2. CONSULTANT shall perform all services under this Agreement in accordance with all applicable Federal, State and local laws, rules, and regulations, as well as the established policy guidance from the New York State Department of Education.
3. CONSULTANT hereby represents that he is duly licensed and/or certificated to perform the services set forth in this Agreement. CONSULTANT shall provide the appropriate proof by providing copies of required licenses/certifications of all professionals providing services to student(s) under this Agreement, and any other license or certification applicable.
4. CONSULTANT shall provide all services pursuant to this Agreement in a competent, professional and timely manner. CONSULTANT shall obtain any necessary documents from the New York Teachers Retirement System to perform services as a retiree, if applicable.
5. CONSULTANT acknowledges that the DISTRICT retains supervisory control over him to the same extent as if CONSULTANT were employed by the District.

D. COMPENSATION

1. CONSULTANT shall submit invoices for payment on a monthly basis. The DISTRICT shall pay CONSULTANT within thirty (30) days of the DISTRICT's receipt of a detailed written invoice from the CONSULTANT. Said invoice shall include the services provided, the total hours, the dates that the invoice covers, and the total amount due for the period specified.
2. Compensation shall be **as per attached 2024-2025 rate sheet.**

E. INSURANCE

1. CONSULTANT, at its sole expense, shall procure and maintain such policies of commercial general liability, malpractice and other insurance as shall be necessary to insure the CONSULTANT and the DISTRICT, including the Board of Education, employees and volunteers, as additional insured, against any claim for liability, personal injury, or death occasioned directly or indirectly by CONSULTANT in connection with the performance of CONSULTANT'S

responsibilities under this Agreement; each such policy shall provide a minimum coverage of One Million Dollars (\$1,000,000.00) per occurrence subject to an annual aggregate of Three Million Dollars (\$3,000,000).

2. CONSULTANT shall provide the DISTRICT will a certificate of insurance naming the DISTRICT as an indemnified party to the extent of including the DISTRICT, Board of Education, Employees and Volunteers as Additional Insured, a copy of the Declaration pages and of policies, and a copy of the additional insured endorsement.

F. TERMINATION

1. The CONSULTANT'S services shall be at the will of the Board of Education of the DISTRICT. The DISTRICT may terminate the appointment at any time prior to the end of the term with or without cause.
2. The parties agree that CONSULTANT'S failure to comply with any terms or conditions of this Agreement will be deemed a material breach of contract, and will provide a basis for the DISTRICT to immediately terminate this Agreement without any further liability to CONSULTANT.
3. In the event the CONSULTANT or the DISTRICT terminates this Agreement with or without cause, such termination of the Agreement shall not discharge the parties' existing obligations to each other as of the effective date of termination.

G. SUCCESSORS AND ASSIGNS

It is expressly understood that this Agreement shall not be assigned or transferred without prior written consent of the other party.

H. WAIVER OF RIGHTS

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce every provision of this Agreement.

I. SEVERABILITY

Should any provision of this Agreement, for any reason, be declared invalid and/or unenforceable, such decision shall not affect the validity of the remaining provisions of this Agreement. Such remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid provision(s) eliminated.

J. GOVERNING LAW

This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with, and governed by, the laws and regulations of the State of New York and applicable Federal laws and regulations.

K. ENTIRE AGREEMENT

1. This Agreement is the complete and exclusive statement of the Agreement between the parties, and supersedes all prior or contemporaneous, oral or written: agreements, proposals, understandings, representations, conditions or covenants between the parties relating to the subject matter of the Agreement.
2. This Agreement may not be changed orally, but only by an Agreement, in writing, signed by the authorized representatives of both parties.
3. To be in force and effect, this Agreement must be approved by the Board of Education.

IN WITNESS THEREOF, the parties hereto have executed this Agreement the day and year first above written.

Kids First Evaluation & Advocacy Center, Inc.

West Islip Union Free School District

BY:


Executive Director

BY: _____

President, Board of Education

KIDS FIRST EVALUATION & ADVOCACY CENTER INC.

Comprehensive Services for Infants, Children, & Adults

RECEIVED
SPECIAL EDUCATION DEPT
WEST ISLIP U.F.S.D.
24 AUG -1 PM 12: 06

Executive Offices

718 The Plain Rd
Westbury, New York 11590
Office: (516) 333-1236
Fax: (516) 333-0496

Suffolk County Office

1014 Grand Blvd.
Deer Park, New York 11729
Office: (631) 243-1765
Fax: (631) 243-3716

CSE Rate Sheet

The Agency will bill the School District the following rate for professional services rendered by therapists placed by the Agency for the 2024-2025 school year:

Individual Therapy Rates

Monolingual

Individual 30 minute sessions	\$55.00
Individual 40 minute sessions	\$75.00
Individual 60 minute sessions	\$105.00

Group Therapy Rates

Monolingual

Group 30 minute sessions (1 to 3 students)	\$103
Group 40 minute sessions (1 to 3 students)	\$155
Group 60 minute sessions (1 to 3 students)	\$195

Evaluations

	<u>Monolingual</u>	<u>Bilingual</u>
Psychological Evaluations	\$510.00	\$610.00
Diagnostic Evaluations	\$550.00	
Social History Evaluations	\$125.00	\$225.00
Speech Evaluations	\$350.00	\$450.00
Educational Evaluations	\$350.00	\$450.00
Occupational Therapy Evaluations	\$350.00	\$450.00
Physical Therapy Evaluations	\$350.00	\$450.00

Teaching Assistant

\$35.00

Professional services include; *speech therapy, occupational therapy, physical therapy, home instruction, behavioral intervention services, parent training, resource room, counseling, ABA services, tutoring, autism consult, social work services.*

Supplemental Agreement between the

West Islip Union Free School District

and

Kids First Evaluation & Advocacy Center, Inc.

Supplemental Agreement dated this 1st day of July 1, 2024 between the West Islip Union Free School District (the "District"), located at 100 Sherman Avenue, West Islip, New York and Kids First Evaluation & Advocacy Center, Inc., 1014 Grand Boulevard, Deer Park, New York 11729.

WHEREAS, the District and Contractor have entered into a contract or other written agreement (hereinafter the "Agreement") whereby the Contractor may receive Student Data or Teacher or Principal Data, as those terms are defined in Education Law §2-d and 8 NYCRR 121.1; and

WHEREAS, the District and Contractor wish to enter into an agreement in order to comply with Education Law §2-d and 8 NYCRR Part 121 (hereinafter "Supplemental Agreement").

NOW THEREFORE, in consideration of the mutual promises below, the District and Contractor agree as follows:

1. **Defined Terms:** Unless otherwise indicated below or elsewhere in this Supplemental Agreement, all capitalized terms shall have the meanings provided in Education Law §2-d and Section 121.1 of the Regulations of the Commissioner of Education (hereinafter "Regulations").

a. "Educational Agency" shall generally have the same meaning as the term Educational Agency at Education Law §2-d(1)(c) and Section 121.1(f), and in reference to the party to this Agreement shall mean the West Islip Union Free School District

"Third Party Contractor" shall mean any person or entity, other than an Educational Agency, that receives Student Data or Teacher or Principal Data from an Educational Agency pursuant to a contract or other written agreement for purposes of providing services to such Educational Agency, including but not limited to data management or storage services, conducting studies for or on behalf of such Educational Agency, or audit or evaluation of publicly funded programs. With reference to this agreement, "Third Party Contractor" shall be synonymous with "Contractor" and shall also include any and all subcontractors, persons or entities with whom the Contractor shares Student Data and/or Principal or Teacher Data pursuant to a contract or other written agreement for purposes of providing services to such Educational Agency, including but not limited to data management or storage services, conducting studies for or on behalf of such Educational Agency, or audit or evaluation of publicly funded programs, and in reference to the party to this Agreement shall mean Kids First Evaluation & Advocacy Center, Inc., 1014 Grand Boulevard, Deer Park, New York 11729.

b. "Student" means any person attending or seeking to enroll in an Educational Agency.

c. "Student Data" means Personally Identifiable Information of a "Student."

- d. "Eligible Student" means a Student who is eighteen years or older.
- e. "Parent" means a parent, legal guardian, or personal in parental relation to a Student.
- f. "Building Principal" or "Principal" means a building principal subject to annual performance evaluation review under Education Law §3012-c.
- g. "Classroom Teacher" or "Teacher" means a teacher subject to annual performance evaluation review under Education Law §3012-c.
- h. "Teacher or Principal Data" means Personally Identifiable Information from the records of an Educational Agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release under the provisions of Education Law §3012-c.
- i. "Personally Identifiable Information" shall have the following meanings:
 - i. As applied to Student Data, shall mean Personally Identifiable Information as defined in 34 CFR 99.3 implementing the Family Educational Rights and Privacy Act (FERPA)
 - ii. As applied to Teacher or Principal Data, shall mean Personally Identifiable Information as that term is defined in Education Law §3012-c.

2. The District has developed the Parents Bill of Rights for Data Privacy and Security, the terms of which are applicable to the Agreement between the District and Contractor and are incorporated into this Supplemental Agreement. The Parents Bill of Rights for Data Privacy and Security states:

- a. A student's personally identifiable information cannot be sold or released for any commercial purposes.
- b. Parents have the right to inspect and review the complete contents of their child's education record maintained by the West Islip Union Free School District.
- c. State and federal laws protect the confidentiality of personally identifiable information. Safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred.
- d. A complete list of all student data elements collected by the State is available for public review at

<http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>

or a copy may be obtained by writing to:

Office of Information & Reporting Services
New York State Education Department, Room 863 EBA
89 Washington Avenue
Albany, NY 12234

- c. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to:

Lisa DiSibio, *District Data Coordinator*

West Islip UFSD

100 Sherman Avenue

West Islip, New York, 11795

631-930-1583

l.disibio@wj.k12.ny.us

- f. "Supplemental information" for each contract into which the District enters with a third party who receives student data or teacher or principal data shall:
- i. state the exclusive purposes for which the student data or teacher or principal data will be used;
 - ii. specify how the third party contractor will ensure that the subcontractors, persons or entities that the third party contractor will share the student data or teacher or principal data with, if any, will abide by data protection and security requirements;
 - iii. stipulate when the agreement expires and what will happen to the student data or teacher or principal data upon expiration of the agreement;
 - iv. include if and how a parent, student, eligible student, teacher or principal may challenge the accuracy of the student data or teacher or principal data that is collected; and
 - v. state where the student data or teacher or principal data will be stored and the security protections taken to ensure such data will be protected.

This Bill of Rights is subject to change based on regulations of the Commissioner of Education and the New York State Education Department's Chief Privacy Officer, as well as emerging guidance documents.

3. As required by Education Law §2-d(3)(c) and Section 121.3 of the Regulations, the District has developed the following "supplemental information" for the Agreement with the Contractor:

a. Student Data and/or Teacher or Principal Data which the Contractor comes into possession as part of its Agreement with the District shall be used for the following exclusive purpose(s): to provide tutorial services in accordance with the underlying agreement.

b. The Contractor will ensure that any and all subcontractors, persons or entities that the Contractor may share the Student Data and/or Principal or Teacher Data with will abide by the terms of the Agreement, this Supplemental Agreement, and the data protection and security requirements set forth in Education Law §2-d and Part 121 of the Regulations.

c. The duration of this agreement coincides with the duration of the parties' underlying Agreement, which is currently set to expire on June 30, 2024. When the Agreement between the District and the Contractor expires or terminates, the Contractor shall *return to the District all remaining Student Data and/or Principal or Teacher Data or, if agreed to by the District, destroy the remaining Student Data and/or Principal or Teacher Data that the Contractor still maintains in any form.*

d. *Any challenges concerning the accuracy of Student Data and/or Principal Data shall be handled directly between the District and the Parent, Student, Eligible Student, Teacher or Principal. The Contractor agrees to abide by the outcome of such challenges and make any corrections and/or changes to the applicable Student Data and/or Principal or Teacher Data as determined by the District." or "The Contractor and District agree to notify the other party of any challenge to the accuracy of Student Data and/or Principal Data. The District and Contractor agree that the party who is responsible for the development of the Student Data and/or Principal Data shall make the final determination with regard to any corrections and/or changes to the applicable Student Data and/or Principal or Teacher Data.*

e. The District and the Contractor hereby agree that the Student Data and/or Principal or Teacher Data shall be stored in the following manner: *[Insert (i) a description of where Student Data and/or Principal or Teacher Data will be stored, described in a manner to protect data security, (ii) a description of the security protections taken to ensure Student Data and/or Principal or Teacher Data will be protected and data security and privacy risks are mitigated; and (iii) a description of how the Student Data and/or Principal or Teacher Data will be protected using encryption while in motion and at rest.]*

All digital files containing student data are password protected and all hard copies are maintained in a locked file cabinet with supervised access. Hard files are scanned to a password protected K10b First specific storage system. After uploaded all files are professionally shredded via contract with Legal Shred LLC. All data will be encrypted both at rest and in motion.

f. The parties hereby incorporate by reference the Data Privacy and Security Plan and Data Privacy Plan attached hereto as Appendix E.

4. As required by Education Law §2-d(5)(e), the Contractor hereby agrees that any officers or employees of the Contractor, including any subcontractors or assignees, who have access to Student Data or Teacher or Principal Data will have or will receive training on the Federal and

New York State laws governing confidentiality of Student Data and/or Principal or Teacher Data prior to receiving access.

5. As required by Education Law §2-d(5)(f), the Contractor hereby agrees that it shall:

a. Limit internal access to education records to those individuals that are determined to have legitimate educational interests;

b. Not use the educational records for any other purposes than those explicitly authorized in the Agreement or this Supplemental Agreement;

c. Except for authorized representatives of the Contractor to the extent they are carrying out the Agreement or this Supplemental Agreement, not disclose any Personally Identifiable Information to any other party:

i. Without the prior written consent of the Parent or Eligible Student; or

ii. Unless required by statute or court order and the party provides a notice of the disclosure to the State Education Department, District Board of Education, or institution that provided the information no later than the time the information is disclosed, unless providing notice of the disclosure is expressly prohibited by the statute or court order.

d. maintain reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of personally identifiable student information in its custody;

6. Breach and unauthorized release of Personally Identifiable Information:

a. In accordance with Education Law §2-d(6) and Section 121.11 of the Regulations, the Contractor shall be required to notify the District of any breach of security resulting in an unauthorized release of Student Data and/or Principal or Teacher Data by the Contractor or its subcontractors or assignees in violation of applicable state or federal law, the Parents Bill of Rights for Student Data Privacy and Security, the data privacy and security policies of the District and/or binding contractual obligations relating to data privacy and security, in the most expedient way possible and without unreasonable delay. The District shall, upon notification by the Contractor, be required to report to the Chief Privacy Officer, who is appointed by the State Education Department, any such breach of security and unauthorized release of such data.

b. In the case of an unauthorized release of Student Data, the District shall notify the Parent or Eligible Student of the unauthorized release of Student Data that includes Personally Identifiable Information from the student records of such Student in the most expedient way possible and without unreasonable delay. In the case of an unauthorized release of Teacher or Principal Data, the District shall notify each affected Teacher or Principal of the unauthorized release of data that includes Personally Identifiable Information from the Teacher or Principal's annual professional performance review in the most expedient way possible and without unreasonable delay.

c. In the case of notification to a Parent, Eligible Student, Teacher or Principal due to the unauthorized release of student data by the Contractor, or its subcontractors or assignees, the Contractor shall promptly reimburse the educational agency for the full cost of such notification, as required by Education Law §2-d(6)(c).

7. Miscellaneous:

a. The District and Contractor agree that if applicable laws change and/or if the Commissioner of Education implements Regulations which affects the obligations of the parties herein, this Agreement shall be deemed to incorporate such changes as necessary in order for the District and the Contractor to operate in compliance with the amendment or modified requirements under the applicable laws or regulations.

b. Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits the District to comply with the applicable laws or regulations.

c. Nothing express or implied in this Agreement is intended to confer upon any person other than the District, Contractor and their respective successors and assigns any rights, remedies, obligations or liabilities.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement.

Kids First Evaluation & Advocacy Center, Inc. West Islip Union Free School District

By: Anna Bluntello, PhD

Print Name: Anna Bluntello, PhD

Title: Executive Director

Date: 8/12/24

By: _____

Print Name: _____

Title: _____

Date: _____

SPECIAL EDUCATION SERVICES CONTRACT

This Agreement is entered into between the Board of Education of the **West Islip School District** (hereinafter the "**DISTRICT OF RESIDENCE**"), having its principal place of business for the purpose of this Agreement at 100 Sherman Ave., West Islip, NY 11795, and the Board of Education of the **Locust Valley Central School District** (hereinafter the "**DISTRICT OF LOCATION**"), having its principal place of business for the purpose of this Agreement at 22 Horse Hollow Road, Locust Valley, New York 11560.

WITNESSETH

WHEREAS, the DISTRICT OF LOCATION is required by Education Law Section 3602-c to provide special education services to parentally-placed students with disabilities, when such students attend private school in the DISTRICT OF LOCATION, but reside in the DISTRICT OF RESIDENCE and have provided the DISTRICT OF LOCATION with timely notice; and

WHEREAS, the DISTRICT OF LOCATION is a public school district within the State of New York authorized to provide special education and related services to students with disabilities;

NOW, THEREFORE, the parties mutually agree as follows:

A. **TERM:** The term of this Agreement shall be from July 1, 2024 through June 30, 2025 inclusive, unless terminated earlier as provided for in this Agreement.

B. **SERVICES AND RESPONSIBILITIES:**

1. The DISTRICT OF LOCATION shall develop an individualized education service program (IESP) for those student(s) listed on the attached "Confidential Schedule A," incorporated by reference herein and made a part of this Agreement, and shall provide the services set forth in such IESP attached as Schedule "B".
 - a. A student(s) and/or services may be added or deleted from the attached Schedules "A" and/or "B" at any time upon written notification to the DISTRICT OF RESIDENCE. Such written notification shall include a copy of any revised IESP. In such event, the payment amount owed by the DISTRICT OF RESIDENCE shall be adjusted accordingly.
 - b. The DISTRICT OF LOCATION represents and warrants that it has received written consent from the parents of these students listed on Confidential Schedule A to share personally identifiable special education information with the DISTRICT OF RESIDENCE.

2. The DISTRICT OF LOCATION represents and warrants that services to students under this Agreement shall be provided by individuals who are certified or licensed in accordance with applicable law, rules and regulations.

C. COMPENSATION:

1. The parties to this Agreement recognize that the authority for the DISTRICT OF RESIDENCE and the DISTRICT OF LOCATION to contract for the provision of special education services herein is derived from Education Law Section 3602-c. and related provisions of the Education Law and Regulations of the Commissioner of Education; and that these statutes and regulations define the cost and categories of costs that may be charged hereunder.

The DISTRICT OF LOCATION shall be entitled to bill the DISTRICT OF RESIDENCE for the services provided the students listed in Schedule "A" pursuant to this Agreement and the IESP attached as Schedule "B" in accordance with Education Law Section 3602-c and the Regulations or Rules of the Commissioner of Education.

2. Requests for payment by the DISTRICT OF LOCATION shall be made by submission of a detailed written invoice to the DISTRICT OF RESIDENCE which references the time period for which payment is being requested and a breakdown of the total amount due for the period specified.
 - a. The DISTRICT OF RESIDENCE shall pay the costs claimed by the DISTRICT OF LOCATION within forty-five (45) business days of receipt of each invoice by the DISTRICT OF RESIDENCE, unless the DISTRICT OF RESIDENCE sends the DISTRICT OF LOCATION a written notice disputing the invoice within forty-five (45) business days of its receipt. If a dispute or claim arises regarding payment, the parties shall have those legal rights and remedies provided by law and regulation. Failure to provide the written notice herein shall not preclude the DISTRICT OF RESIDENCE from disputing the costs by the DISTRICT OF LOCATION. Resolution of disputes regarding such cost claims shall be governed by Education Law Section 3602-c and part 177 of the Regulations of the Commissioner of Education.

D. TERMINATION:

This Agreement may be terminated by written notice of either party.

E. MISCELLANEOUS:

1. All notices which are required or permitted under this Agreement shall be in writing, and shall be deemed to have been given if delivered personally or sent by registered or certified mail, addressed as follows:

To DISTRICT OF RESIDENCE:

**West Islip School District
100 Sherman Avenue
West Islip, NY 11795**

To DISTRICT OF LOCATION:

**Locust Valley CSD
22 Horse Hollow Road
Locust Valley, NY 11560**


2. It is expressly understood that this Agreement shall not be assigned or transferred without prior written consent of the other party.
3. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce every provision of this Agreement. Enforcement of this Agreement must be made pursuant to Education Law Section 3602-c and Part 177 of the Regulations of the Commissioner of Education.
4. Should any provision of this Agreement for any reason, be declared invalid and/or unenforceable such declaration shall not affect the validity of the remaining provisions of this Agreement. Such remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid provision(s) eliminated.
5. This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with, and governed by, the laws and regulations of the State of New York and applicable Federal laws and regulations.
6. This Agreement along with the attached Schedules "A" and "B", is the complete and exclusive statement of the Agreement between the parties, and supercedes all prior or contemporaneous, oral or written: agreements, proposals, understandings, representations, conditions or covenants between the parties relating to the subject matter of the Agreement.

7. Except for Schedules "A" and "B", this Agreement may not be changed orally, but only by an agreement, in writing, signed by authorized representatives of both parties.
8. It is expressly understood that nothing in this Agreement is intended to modify or vary or enlarge or diminish the statutory and regulatory obligations or rights of the parties; nor is it intended to create any additional legal rights or obligations other than those imposed or provided by Federal or State law or regulation. This Agreement does not provide either party with a breach of contract action. Enforcement of this Agreement is through the dispute resolution procedures set forth in Part 177 of the Regulations of the Commissioner of Education.
9. Nothing in this Agreement is intended to bestow any benefits or rights to any third parties who are not signatories to this Agreement. The parties to this Agreement shall have the sole right to enforce its terms.
10. Nothing in this Agreement is intended to place an obligation on the parties to ensure that the other is complying with its obligation under Federal or State law or regulation.

DISTRICT OF RESIDENCE

By:
President Board of Education
West Islip School District
Date _____

DISTRICT OF LOCATION



By:
President Board of Education
Locust Valley CSD
Date _____



WI
WEST ISLIP PUBLIC SCHOOLS
DEPARTMENT OF ART AND MUSIC EDUCATION

Mr. Eric R. Albinder, Director
1 Lion's Path, West Islip, NY 11795
Email: e.albinder@wi.k12.ny.us
Phone: (631)504-5806 • Fax: (631)893-3270

AGENDA ITEM VI.
APPROVAL D.
SM 9/24/2024



Memorandum

To: Elisa Pellati, Assistant Superintendent for Business

From: Eric Albinder

Date: September 6, 2024

Re: Surplus of Amplifier

I would like to request the surplus of an amplifier that is located at Paul J. Bellew Elementary School. This amplifier is in very poor condition, beyond worth repairing, and is at least 30 years old!

Brand – Roland
Serial Number – C094874
Model – KC-500
Asset Tag - none

Be it resolved, that the Board of Education of the West Islip Union Free School District hereby authorizes funding for the fiscal year ended June 30, 2024 from Unassigned Fund Balance as follows;

To the Capital Reserve – an amount not to exceed \$100,000

To the Capital Reserve II – an amount not to exceed \$1,000,000

To the Workers' Compensation Reserve – an amount not to exceed \$400,000

To the TRS Reserve sub-fund – an amount not to exceed \$600,000

Be it resolved, that the Board of Education of the West Islip Union Free School District adopts the 2023-2024 Reserve Plan.