

DEER PARK UFSD
BOARD OF EDUCATION
OPEN MEETING AGENDA
MAY 30, 2024
DEER PARK HIGH SCHOOL
7:00 p.m. *



I. Call to Order

Please note that it is anticipated that the Board will adjourn for an Executive Session at 7:00 p.m., at the conclusion of which, the Board will reconvene in public session at approximately **8:00 p.m. to begin conducting business.*

II. Pledge of Allegiance, Roll Call, Members, Board of Education.

III. **APPROVAL OF MINUTES**

Recommend that the Board of Education make the necessary corrections and move for the approval of the Minutes from the Open Meeting on April 30, 2024, the work session on May 14, 2024 and the Annual District Meeting on May 21, 2024.

IV. **PRESENTATIONS:**

RECOGNITION OF SERVICE

25 YEARS

John Andria

Ryan Argenziano

David Arkow

Steven Borkofsky

Barbra Colby

Philip Cortese

Christine Curran

Vivian D'Agostaro

Melissa Gieck Hayes

Susan Grabhorn

Dana Grafstein

Dana Hagan

Diana Lang

Emilia Napolitano

Stanley Patch

Edward Phelan

Keri Schumacher

Kimberly Shea

Marie Valerio

30 YEARS

*Steven Jaklitsch
Deanna LaPlaca
Frank Piazza
Rosanna Shooshtary*

35 YEARS

Jack Lovascio

RETIREMENT AND SERVICE

25 YEARS

*Nancy Connolly
Linda Esposito*

30 YEARS

Krista Militello

35 YEARS

Laurie Schwartz

RECOGNITION OF RETIREMENT

INSTRUCTIONAL

TEACHERS

*Lauren Corcoran
Tammy Cotrone
Christine Garcett
Maria Giglio
Caryn Kaplan
Salvatore Mascolo
Susan Mehr
Krista Militello
Louis Nicolosi
Laurie Schwartz
Phyllis Senia
Patricia Skjoldahl*

TEACHING ASSISTANTS

*Angela Baker
Nancy Connolly
Linda Esposito
Gina M. Vogler
Maryann Zeblicky*

NON-INSTRUCTIONAL

B&G

Andre Vitucci

CLERICAL

*Theresa Sepe
Darlene Signa*

NURSE

Eilis Savettiere

TEACHER AIDE

*Lisa Depre
Tammie Negri*

TRANSPORTATION

James Shinnick

CONGRATULATIONS & BEST WISHES TO ALL!



V. **NEW BUSINESS:**

1. FIRST READING – POLICIES

Recommend, that the Board of Education approve the following Resolution:

RESOLVED, that the Board of Education approve the first reading of the below policies:

- #1500 – Public Use of School Facilities
- #1500-E1 Youth Sports Group AED Supplement
- # 5252 – Student Activities Funds Management
- # 5252-R – Student Activities Funds Management Regulation

2. SECOND READING & APPROVAL – POLICIES

Recommend, that the Board of Education approve the following Resolution:

RESOLVED, that the Board of Education approve the following policies as accepted and adopted by the Board of Education and will be placed in the Board of Education policy book:

- #1120 – School District Records
- #1120 R – School District Records Regulation
- #4772 – Graduation Ceremonies
- #4773 – Diploma and Credential Options for Students with Disabilities
- #5500 – Student Records
- #6150 – Budget Transfers

3. TAX ANTICIPATION NOTE RESOLUTION OF DEER PARK UNION FREE SCHOOL DISTRICT, NEW YORK, ADOPTED MAY 30, 2024, AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$23,000,000 TAX ANTICIPATION NOTES IN ANTICIPATION OF THE RECEIPT OF TAXES TO BE LEVIED FOR THE FISCAL YEAR ENDING JUNE 30, 2025

Recommend, that the Board of Education approve the following Resolution:

RESOLVED BY THE BOARD OF EDUCATION OF DEER PARK UNION FREE SCHOOL DISTRICT, IN THE COUNTY OF SUFFOLK, NEW YORK, AS FOLLOWS:

Section 1. Tax Anticipation Notes (herein called “Notes”) of Deer Park Union Free School District, in the County of Suffolk, New York (herein called “District”), in the principal amount of not to exceed \$23,000,000, and any notes in renewal thereof, are hereby authorized to be issued pursuant to the provisions of Sections 24.00 and 39.00 of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called “Law”).

Section 2. The following additional matters are hereby determined and declared:

(a) The Notes shall be issued in anticipation of the collection of real estate taxes to be levied for school purposes for the fiscal year commencing July 1, 2024 and ending June 30, 2025, and the proceeds of the Notes shall be used only for the purposes for which said taxes are levied.

(b) The Notes shall mature within the period of one year from the date of their issuance.

(c) The Notes are not issued in renewal of other notes.

(d) The total amount of such taxes remains uncollected at the date of adoption of this resolution.

Section 3. The Notes hereby authorized shall contain the recital of validity prescribed by Section 52.00 of the Law and shall be general obligations of the District, and the faith and credit of the District are hereby pledged to the punctual payment of the principal of and interest on the Notes and unless the Notes are otherwise paid or payment provided for, an amount sufficient for such payment shall be inserted in the budget of the District and a tax sufficient to provide for the payment thereof shall be levied and collected.

Section 4. Subject to the provisions of this resolution and the Law, and pursuant to Sections 50.00, 56.00, 60.00 and 61.00 of the Law, the power to sell and issue the Notes authorized pursuant hereto, or any renewals thereof, and to determine the terms, form and contents, including the manner of execution, of such Notes, and to execute tax certifications relative thereto, is hereby delegated to the President of the Board of Education, the chief fiscal officer of the District.

Section 5. The Notes shall be executed in the name of the District by the manual signature of the President of the Board of Education, the Vice President of the Board of Education, the District Treasurer, the District Clerk, or such other officer of the District as shall be designated by the chief fiscal officer of the District, and shall have the corporate seal of the District impressed or imprinted thereon which corporate seal may be attested by the manual signature of the District Clerk.

Section 6. This resolution shall take effect immediately.

4. **2024-2025 PAYROLL CALENDAR**

Recommend, that the Board of Education approve the following Resolution:

RESOLVED, that the Board of Education approve the 2024-2025 Payroll calendar.

5. **DISPOSAL OF ANALOG RADIOS**

Recommend, that the Board of Education approve the following Resolution:

RESOLVED, that the Board of Education approve the disposal of obsolete analog radios used by Security (list in file) that are no longer in use.

VI. APPROVAL OF SCHEDULES

Recommend, that the Board of Education approve the following schedules collectively:

NON-INSTRUCTIONAL

SCHEDULE -- CS --CHANGE OF SALARY/ STATUS (Non-Instructional)

Michael Maratto

Deer Park High School

Position:Security Guard

Salary/Step:

Effective Date(s): 5/3/2024

Correction of Resignation date as a Security Guard only

Zyon Small

Deer Park High School

Position:Senior Lifeguard/Recreation Specialist

Salary/Step: \$16.98/\$17.10/hr

Effective Date(s): 5/20/2024

\$16.98/hr; \$17.10/hr

SCHEDULE -- MM --REINSTATEMENT (Non-Instructional)

Zavio Streete

Transportation

Position:School Bus Driver

Salary/Step: \$28.75

Effective Date(s): 4/8/2024 - 4/8/2024

Reinstatement for 1 day. Resignation date changed to 4/9/2024

SCHEDULE -- NN --APPOINTMENTS (Non-Instructional)

Susan Foy

Transportation

Position:Transportation Aide

Salary/Step: \$19.48/hr

Effective Date(s): 5/2/2024

Alaya McDowell

Deer Park High School

Position:Office Assistant

Salary/Step: \$44,292.76 Step 1

Effective Date(s): 5/29/2024

Salary prorated @ \$3,918.21

Jake Sherack
Deer Park High School
Position: Security Guard
Salary/Step: \$21.38/hr
Effective Date(s): 5/29/2024

SCHEDULE -- NNPS --PER DIEM SUBSTITUTES (Non-Instructional)

Ryan Korwan
District Wide
Position: Per-Diem Substitute Custodian
Salary/Step: \$16/hr
Effective Date(s): 5/29/2024

SCHEDULE -- OO --RESIGNATIONS / RETIREMENTS / REMOVALS / TERMINATIONS (Non-Instructional)

Sophia Cataldo
District Wide
Position: Per-Diem Substitute Aide
Salary/Step:
Effective Date(s): 4/30/2024
Resignation to accept Per-Diem Substitute Teaching Assistant

Clifford Hanratty
Robert Frost Middle School
Position: Custodial Aide/Night
Salary/Step:
Effective Date(s): 5/14/2024
Terminated. No outstanding obligation to the district.

Larry Hickam
Transportation
Position: School Bus Driver
Salary/Step:
Effective Date(s): 6/30/2024
Resignation

Michael Judson
Transportation
Position: School Bus Driver
Salary/Step:
Effective Date(s): 6/30/2024
Resignation

Jean Louis
Transportation
Position: School Bus Driver
Salary/Step:
Effective Date(s): 4/30/2024
Resignation. No outstanding obligation to the district

SCHEDULE -- QQ -- LEAVES OF ABSENCE (Non-Instructional)

Nicholas Baldassare
Transportation
Position: School Bus Driver
Salary/Step:
Effective Date(s): 4/4/2024 - 6/11/2024
Extension of Unpaid LOA (WC) (5/1-6/11)

Troy Davidson
Transportation
Position: School Bus Driver
Salary/Step:
Effective Date(s): 4/30/2024 - 10/31/2024
Unpaid Medical LOA (4/30-7/31 FMLA)

Dennis McNeil
John Quincy Adams School
Position: Custodian
Salary/Step:
Effective Date(s): 5/20/2024 - 6/7/2024
Unpaid LOA (FMLA)

Christopher Mylott
John F Kennedy Intermediate School
Position: Custodian
Salary/Step:
Effective Date(s): 5/13/2024 - 6/14/2024
Medical Differential Pay LOA (FMLA)

Mara Sciabarassi
May Moore School
Position: 3 hr. Non-Instructional Aide
Salary/Step:
Effective Date(s): 5/5/2024 - 6/21/2024
Unpaid LOA (FMLA)

SCHEDULE -- TPA --TEMPORARY ASSIGNMENT (Non-Instructional)

Roderick Borum

Deer Park High School
Position: Regents Academy Security Guard
Salary/Step: Hourly Rate
Effective Date(s): 5/3/2024 - 6/8/2024

Neil Curtin

Robert Frost Middle School
Position: Regents Academy Security Guard
Salary/Step: Hourly Rate
Effective Date(s): 5/3/2024 - 6/8/2024

Timothy Daly

Robert Frost Middle School
Position: Regents Academy Security Guard
Salary/Step: Hourly Rate
Effective Date(s): 5/3/2024 - 6/8/2024

Mark Kaiser

Robert Frost Middle School
Position: Regents Academy Security Guard
Salary/Step: Hourly Rate
Effective Date(s): 5/3/2024 - 6/8/2024

David Lewis

Deer Park High School
Position: Regents Academy Security Guard
Salary/Step: Hourly Rate
Effective Date(s): 5/3/2024 - 6/8/2024

INSTRUCTIONAL

SCHEDULE -- CSS --CHANGE OF STATUS / SALARY (Instructional)

Noah Devaney

Deer Park High School
Position: ENL Leave Replacement Teacher
Salary/Step: No Change
Effective Date(s): 5/18/2024 - 6/30/2024
Prorate to include extended dates @ \$7,088.40 (K. McHugh LOA)

Paige Harrold

John Quincy Adams School
Position: Permanent Substitute Teacher
Salary/Step: \$175/day
Effective Date(s): 5/11/2024 - 6/7/2024
B. Savino LOA

Davina League
May Moore School
Position:Permanent Substitute Teacher
Salary/Step: \$175/day
Effective Date(s): 4/2/2024 - 5/10/2024
Change to salary due to D. Perry LOA

Art Pagano
Deer Park High School
Position:Probationary Technology Teacher
Salary/Step: No Change
Effective Date(s): 9/1/2025
Change to Tenure Date

Gina Wetherell
May Moore School
Position:Permanent Substitute Teacher
Salary/Step: \$175/day
Effective Date(s): 3/27/2024 - 5/31/2024
Change to salary due to R. Shooshtary LOA

SCHEDULE -- L --PART-TIME APPOINTMENTS (Instructional)

Christina Niebling
John F Kennedy Intermediate School
Position:.8 Speech Teacher
Salary/Step: \$116,016 MA75 Step 22
Effective Date(s): 9/1/2024 - 6/30/2025
JFK/OLG; .4 @ JFK \$46,406.40 Budget Code:A2831.150-02; .4 @ OLG \$46,406.40
Budget Code: A2831.150

SCHEDULE -- N --PROBATIONARY TEACHER (Instructional) *

Lauren Carolan
May Moore School
Position:Probationary Elementary Teacher
Salary/Step: \$66,516 MA Step 2
Effective Date(s): 9/1/2024 - 8/31/2028

Kiera Carter
Robert Frost Middle School
Position:Probationary FACS Teacher
Salary/Step: \$65,052 MA Step 1
Effective Date(s): 9/1/2024 - 8/31/2028

Gabriella Deninno
Robert Frost Middle School
Position:Probationary Math Teacher
Salary/Step: \$65,052 MA Step 1
Effective Date(s): 9/1/2024 - 8/31/2028

Hannah Giovinazzo

John Quincy Adams School
Position: Probationary Elementary Teacher
Salary/Step: \$66,516 MA Step 2
Effective Date(s): 9/1/2024 - 12/31/2027

Justin Halper

Robert Frost Middle School
Position: Probationary Math Teacher
Salary/Step: \$59,513 BA Step 1
Effective Date(s): 9/1/2024 - 8/31/2028
Resigned

Julia Ingemi

Deer Park High School
Position: Probationary Music Teacher
Salary/Step: \$59,513 BA Step 1
Effective Date(s): 9/1/2024 - 8/31/2028

Kimberly Kokolakis

John Quincy Adams School
Position: Probationary Reading Teacher
Salary/Step: \$94,963 MA Step 18
Effective Date(s): 9/1/2024 - 8/31/2027

Nicole Massop

Robert Frost Middle School
Position: Probationary Art Teacher
Salary/Step: \$69,543 MA Step 4
Effective Date(s): 9/1/2024 - 8/31/2028

Jennifer Melgar

John F Kennedy Intermediate School
Position: Probationary Elementary Bilingual Teacher
Salary/Step: \$68,013 MA Step 3
Effective Date(s): 9/1/2024 - 8/31/2028

Ashley Woolsey

John Quincy Adams School
Position: Probationary Art Teacher
Salary/Step: \$66,516 MA Step 2
Effective Date(s): 9/1/2024 - 8/31/2028
JQA/MM; .8 @ JQA \$53,212.80 Budget Code: A2110.120-03; .2 @ MM \$13,303.20
Budget Code: A2110.120-05

*Except to the extent required by the applicable provisions of Education Law 2509, 2573, 3212 and 3014, in order to be granted tenure the classroom teacher or building administrator shall have received composite or overall annual professional performance review ratings pursuant to Education Law 3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years and if the classroom teacher or administrator receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time.

SCHEDULE -- NAS --ADMINISTRATIVE / SUPERVISORY APPOINTMENTS (Instructional)*

Kimberly Essig

May Moore School

Position: Probationary Associate Principal

Salary/Step: \$120,615.99

Effective Date(s): 7/1/2024 - 4/9/2027

Tenure period: 4/10/23-4/9/27

*Except to the extent required by the applicable provisions of Education Law 2509, 2573, 3212 and 3014, in order to be granted tenure the classroom teacher or building administrator shall have received composite or overall annual professional performance review ratings pursuant to Education Law 3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) preceding years and if the classroom teacher or administrator receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time.

SCHEDULE -- NPS --PER DIEM SUBSTITUTES (Instructional)

Sophia Cataldo

District Wide

Position: Per-Diem Substitute Teaching Assistant

Salary/Step: \$115/day

Effective Date(s): 5/1/2024

Sue Dalba

District Wide

Position: Deer Park Retiree Per-Diem Teacher

Salary/Step: \$175/day

Effective Date(s): 9/1/2023

SCHEDULE -- NS --PERMANENT SUBSTITUTES (Instructional)

Lindsay Felton

John Quincy Adams School

Position: Permanent Substitute Teacher

Salary/Step: \$125/day

Effective Date(s): 5/20/2024 - 6/30/2024

Gabrielle Gage

John Quincy Adams School

Position: Permanent Substitute Teacher

Salary/Step: \$125/day

Effective Date(s): 6/3/2024 - 6/30/2024

Sara Holmes

May Moore School

Position: Permanent Substitute Teacher

Salary/Step: \$125/day

Effective Date(s): 4/30/2024 - 6/30/2024

Erin Laxton
Robert Frost Middle School
Position: Permanent Substitute Teacher
Salary/Step: \$175/day
Effective Date(s): 5/13/2024 - 6/30/2024
L. Kalinowski LOA

Brendan Malin
Deer Park High School
Position: Permanent Substitute Teacher
Salary/Step: \$125/day
Effective Date(s): 5/20/2024 - 6/30/2024

Jessica Nischo
Deer Park High School
Position: Permanent Substitute Teacher
Salary/Step: \$175/day
Effective Date(s): 5/13/2024 - 6/30/2024
S. Dicandia (Amon) LOA

SCHEDULE -- O -- RESIGNATIONS / RETIREMENTS / REMOVALS / TERMINATIONS
(Instructional)

Justin Halper
Robert Frost Middle School
Position: Probationary Math Teacher
Salary/Step:
Effective Date(s): 5/8/2024
Removal. Never started in district

Brandon Latargia
Deer Park High School
Position: Permanent Substitute Teacher
Salary/Step:
Effective Date(s): 5/10/2024
Resignation. No outstanding obligation to the district

Gina M. Vogler
May Moore School
Position: Teaching Assistant
Salary/Step:
Effective Date(s): 6/26/2024
Resignation for the purpose of Retirement

SCHEDULE -- P --TENURE APPOINTMENTS (Instructional)

Marcella Biordi

John Quincy Adams School
Position:Elementary Teacher
Salary/Step:
Effective Date(s): 9/1/2021 - 8/31/2024
TENURE DATE: September 1, 2024

Ricardo Carter

John F Kennedy Intermediate School
Position:ENL Teacher
Salary/Step:
Effective Date(s): 9/1/2020 - 8/31/2024
TENURE DATE: September 1, 2024

Michael Chin

Deer Park High School
Position:Social Studies Teacher
Salary/Step:
Effective Date(s): 9/1/2022 - 8/31/2024
TENURE DATE: September 1, 2024

Heather Cirola

John Quincy Adams School
Position:ENL Teacher
Salary/Step:
Effective Date(s): 9/1/2020 - 8/31/2024
TENURE DATE: September 1, 2024

Melissa Greenfield

May Moore School
Position:Elementary Teacher
Salary/Step:
Effective Date(s): 9/1/2020 - 8/31/2024
TENURE DATE: September 1, 2024

Kasey Kephart

John Quincy Adams School
Position:Elementary Teacher
Salary/Step:
Effective Date(s): 9/1/2020 - 8/31/2024
TENURE DATE: September 1, 2024

Anne Lotito-Schuh

Robert Frost Middle School
Position:Library Media Specialist
Salary/Step:
Effective Date(s): 9/1/2021 - 8/31/2024
TENURE DATE: September 1, 2024

Ashley Maune

John F Kennedy Intermediate School
Position:Elementary Teacher
Salary/Step:
Effective Date(s): 9/1/2020 - 8/31/2024
TENURE DATE: September 1, 2024

Nicole Passaretti

Deer Park High School
Position:Science Teacher
Salary/Step:
Effective Date(s): 9/1/2020 - 8/31/2024
TENURE DATE: September 1, 2024 (HS/RF)

Derek Schmelter

Deer Park High School
Position:Music Teacher
Salary/Step:
Effective Date(s): 9/1/2020 - 8/31/2024
TENURE DATE: September 1, 2024

Alexandra Tucholski

May Moore School
Position:Elementary Teacher
Salary/Step:
Effective Date(s): 9/1/2020 - 8/31/2024
TENURE DATE: September 1, 2024

SCHEDULE -- Q --LEAVES OF ABSENCE (Instructional)

Rosanne Alfieri

John F Kennedy Intermediate School
Position:Elementary Teacher
Salary/Step:
Effective Date(s): 5/17/2024 - 5/31/2024
Paid Medical LOA (FMLA)

Jessica Auletta

Deer Park High School

Position:Teaching Assistant

Salary/Step:

Effective Date(s): 5/24/2024 - 6/26/2024

Paid Medical LOA 5/24-5/31; Unpaid 6/2-6/26 (FMLA)

Christine Garcett

May Moore School

Position:Elementary Teacher

Salary/Step:

Effective Date(s): 5/6/2024 - 5/23/2024

Paid Medical LOA (FMLA)

Kimberly Kokolakis

John Quincy Adams School

Position:Elementary Teacher

Salary/Step:

Effective Date(s): 9/1/2024 - 6/30/2025

LOA to accept position of Probationary Reading Teacher

Kristen McHugh

Deer Park High School

Position:ENL Teacher

Salary/Step:

Effective Date(s): 5/17/2024 - 6/30/2024

Unpaid Child Rearing LOA (FMLA)

Andrea Nelson-Williams

Deer Park High School

Position:Social Worker

Salary/Step:

Effective Date(s): 5/29/2024 - 6/23/2024

Paid Medical LOA (FMLA)

Laura Oddo

John Quincy Adams School

Position:Elementary Teacher

Salary/Step:

Effective Date(s): 4/30/2024 - 5/2/2024

Paid Medical LOA (FMLA)

Daryn Perry

May Moore School

Position:Reading Teacher

Salary/Step:

Effective Date(s): 4/2/2024 - 5/10/2024

Change of LOA dates (Paid Medical LOA FMLA)

Denise Rathje
Deer Park High School
Position:Teaching Assistant
Salary/Step:
Effective Date(s): 4/18/2024 - 5/13/2024
Unpaid LOA (FMLA)

Brittany Savino
John Quincy Adams School
Position:Elementary Teacher
Salary/Step:
Effective Date(s): 3/6/2024 - 6/9/2024
Extension of Maternity LOA (FMLA) Paid 3/6-5/10; Unpaid 5/31-6/9

Lisa Stallone
John F Kennedy Intermediate School
Position:Elementary Teacher
Salary/Step:
Effective Date(s): 9/1/2024 - 6/30/2025
Extension of LOA to continue as Probationary Reading Teacher

SCHEDULE -- TTPA --TEMPORARY ASSIGNMENT (Instructional)

Lorenzo Abbatiello
Robert Frost Middle School
Position:French 8 Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/3/2024 - 6/26/2024
Correct Budget Code: F21101512125

Lorenzo Abbatiello
Robert Frost Middle School
Position:French 8 Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/1/2024 - 6/8/2024
Correct Budget Code: F21101512125

Kristy Aurigemma
Deer Park High School
Position:Driver's Education Lecture Instructor
Salary/Step: \$50/hr
Effective Date(s): 9/1/2024 - 6/30/2025

Lindsay Baudier
Deer Park High School
Position:US History Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/13/2024 - 6/26/2024
Budget Code: F21101502125 (7hrs); A2110.158-01 (3 hrs)

Nicole Bjarnason
Deer Park High School
Position:Spanish 1 Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/13/2024 - 6/26/2024

Nicole Bjarnason
Deer Park High School
Position:Spanish 1 Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

Susan Bollag
Deer Park High School
Position:French 4 Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

Alison Branca-Peterson
Deer Park High School
Position:Regents Academy Administrator
Salary/Step: \$90/hr
Effective Date(s): 5/1/2024 - 6/8/2024

Alison Branca-Peterson
Deer Park High School
Position:Earth Science Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

Andrea Carone
Robert Frost Middle School
Position:Living Environment Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/3/2024 - 6/26/2024
Correction to Federal Code; Budget Code: F21101512125 (7 hrs); A2110.158-08 (3 hrs)

Marissa Caruso
Deer Park High School
Position:Global Studies Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/13/2024 - 6/26/2024
Budget Code: F21101502125 (7hrs); A2110.158-01 (3 hrs)

Anthony Cinquemani
Deer Park High School
Position:Geometry Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/13/2024 - 6/26/2024
Budget Code: F21101502125 (7hrs); A2110.158-01 (3 hrs)

Anthony Cinquemani

Deer Park High School
Position:Algebra 1 Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/13/2024 - 6/26/2024
Budget Code: F21101502125 (7hrs); A2110.158-01 (3 hrs)

Anthony Cinquemani

Deer Park High School
Position:Algebra 2 Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/13/2024 - 6/26/2024
Budget Code: F21101502125 (7hrs); A2110.158-01 (3 hrs)

Diana Cotrone

John F Kennedy Intermediate School
Position:Summer Theater Educator
Salary/Step:
Effective Date(s): 7/8/2024 - 7/12/2024
Salary based on student enrollment

Ariel Curcio

Deer Park High School
Position:Algebra 1 Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

Jason Cusa

Deer Park High School
Position:US History Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

Josephine Dimaio

Deer Park High School
Position:Italian 4 Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/13/2024 - 6/26/2024

Josephine Dimaio

Deer Park High School
Position:Italian 4 Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

Chrstine DiProperzio

Deer Park High School
Position:ELA Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/13/2024 - 6/26/2024
Budget Code: F21101502125 (7hrs); A2110.158-01 (3 hrs)

Stephanie Giatas

Deer Park High School

Position:Chemistry Regents Review Teacher

Salary/Step: \$79.50/hr

Effective Date(s): 4/13/2024 - 6/26/2024

Budget Code: F21101502125 (7hrs); A2110.158-01 (3 hrs)

Christine Gill

Robert Frost Middle School

Position:Regents Academy Administrator

Salary/Step: \$90/hr

Effective Date(s): 5/1/2024 - 6/8/2024

Lia Gonzalez

Robert Frost Middle School

Position:Algebra 1 Regents Review Teacher

Salary/Step: \$79.50/hr

Effective Date(s): 4/3/2024 - 6/26/2024

Correction to Federal Code; Budget Code: F21101512125 (7 hrs); A2110.158-08 (3 hrs)

Lia Gonzalez

Robert Frost Middle School

Position:Algebra Regents Academy Teacher

Salary/Step: \$79.50/hr

Effective Date(s): 5/1/2024 - 6/8/2024

Correct Budget Code: F21101512125

Stephen Hansen

Deer Park High School

Position:Earth Science Regents Review Teacher

Salary/Step: \$79.50/hr

Effective Date(s): 4/13/2024 - 6/26/2024

Budget Code: F21101502125 (7hrs); A2110.158-01 (3 hrs)

John Heeg

Deer Park High School

Position:US History Regents Academy Teacher

Salary/Step: \$79.50/hr

Effective Date(s): 5/3/2024 - 6/8/2024

Kerri Held

Deer Park High School

Position:Algebra 1 Regents Review Teacher

Salary/Step: \$79.50/hr

Effective Date(s): 4/13/2024 - 6/26/2024

Budget Code: F21101502125 (7hrs); A2110.158-01 (3 hrs)

Kerri Held

Deer Park High School
Position:Algebra 1 Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

Steven Jaklitsch

Deer Park High School
Position:Earth Science Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/13/2024 - 6/26/2024
Budget Code: F21101502125 (7hrs); A2110.158-01 (3 hrs)

Steven Jaklitsch

Deer Park High School
Position:Earth Science Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

Andrea Karousis

Deer Park High School
Position:Algebra 1 Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/13/2024 - 6/26/2024
Budget Code: F21101502125 (7hrs); A2110.158-01 (3 hrs)

Andrea Karousis

Deer Park High School
Position:Algebra 1 Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

Vanessa Langdon

Deer Park High School
Position:Regents Academy Administrator
Salary/Step: \$90/hr
Effective Date(s): 5/1/2024 - 6/8/2024

Julissa Larkin

Deer Park High School
Position:Geometry Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/13/2024 - 6/26/2024
Budget Code: F21101502125 (7hrs); A2110.158-01 (3 hrs)

Julissa Larkin

Deer Park High School
Position:Geometry Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

Kristin Lombardo

John F Kennedy Intermediate School
Position: Summer Theater Educator
Salary/Step:
Effective Date(s): 7/15/2024 - 7/19/2024
Salary based on student enrollment; Music Teacher

Victor LoMonaco

Deer Park High School
Position: Global Studies Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

Salvatore Mascolo

Robert Frost Middle School
Position: Algebra 1 Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/3/2024 - 6/26/2024
Correction to Federal Code; Budget Code: F21101512125 (7 hrs); A2110.158-08 (3 hrs)

Salvatore Mascolo

Robert Frost Middle School
Position: Algebra Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/1/2024 - 6/8/2024
Correct Budget Code: F21101512125

Anne McCormack

Deer Park High School
Position: Algebra 2 Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/13/2024 - 6/26/2024
Budget Code: F21101502125 (7hrs); A2110.158-01 (3 hrs)

Kevin McCreesh

Deer Park High School
Position: Algebra 2 Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/13/2024 - 6/26/2024
Budget Code: F21101502125 (7hrs); A2110.158-01 (3 hrs)

Kevin McCreesh

Deer Park High School
Position: Algebra 2 Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

Otilia Mendiolaza

Deer Park High School
Position:Spanish 4 Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/13/2024 - 6/26/2024

Otilia Mendiolaza

Deer Park High School
Position:Spanish 4 Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

Garret Noblett

Deer Park High School
Position:Regents Academy Administrator
Salary/Step: \$90/hr
Effective Date(s): 5/1/2024 - 6/8/2024

Heather Nola

Deer Park High School
Position:Spanish 1 Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/13/2024 - 6/26/2024

Katelyn O'Brien-Pastore

Deer Park High School
Position:Physics Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/13/2024 - 6/26/2024
Budget Code: F21101502125 (7hrs); A2110.158-01 (3 hrs)

Katelyn O'Brien-Pastore

Deer Park High School
Position:Physics Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

Lori Palopoli

District Wide
Position:Digital Literacy Curriculum Writing
Salary/Step: \$270.21/day
Effective Date(s): 9/1/2023 - 6/30/2024

Dina Pannone

Deer Park High School
Position:Regents Academy Administrator
Salary/Step: \$90/hr
Effective Date(s): 5/1/2024 - 6/8/2024

Nicole Passaretti

Robert Frost Middle School

Position: Living Environment Regents Review Teacher

Salary/Step: \$79.50/hr

Effective Date(s): 4/3/2024 - 6/26/2024

Correction to Federal Code; Budget Code: F21101512125 (7 hrs); A2110.158-08 (3 hrs)

Nicole Passaretti

Deer Park High School

Position: Living Environment Regents Academy Teacher

Salary/Step: \$79.50/hr

Effective Date(s): 5/3/2024 - 6/8/2024

Amy Pellegrino

Deer Park High School

Position: ENL Teacher Mentor

Salary/Step: \$300

Effective Date(s): 4/15/2024 - 6/30/2024

2.5 Month Stipend

Francine Pullman

Robert Frost Middle School

Position: Italian 8 Regents Review Teacher

Salary/Step: \$79.50/hr

Effective Date(s): 4/3/2024 - 6/26/2024

Correct Budget Code: F21101512125

Francine Pullman

Robert Frost Middle School

Position: Italian 8 Regents Academy Teacher

Salary/Step: \$79.50/hr

Effective Date(s): 5/1/2024 - 6/8/2024

Correct Budget Code: F21101512125

Kathryn Quinn

Deer Park High School

Position: ELA Regents Review Teacher

Salary/Step: \$79.50/hr

Effective Date(s): 4/13/2024 - 6/26/2024

Budget Code: F21101502125 (7hrs); A2110.158-01 (3 hrs)

Kevin Quirk

Robert Frost Middle School

Position: Regents Academy Administrator

Salary/Step: \$90/hr

Effective Date(s): 5/1/2024 - 6/8/2024

Gregg Ramoano

John F Kennedy Intermediate School
Position:Summer Music Educator
Salary/Step:
Effective Date(s): 7/1/2024 - 8/18/2024
Salary based on student enrollment

Kevin Richards

Deer Park High School
Position:Chemistry Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

Diana Rispoli

Deer Park High School
Position:Chemistry Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

Ashley Rosenberg

Robert Frost Middle School
Position:Spanish 8 Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/3/2024 - 6/26/2024

Ashley Rosenberg

Robert Frost Middle School
Position:Spanish 8 Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/1/2024 - 6/8/2024

Andrea Schwint

Deer Park High School
Position:US History Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/13/2024 - 6/26/2024
Budget Code: F21101502125 (7hrs); A2110.158-01 (3 hrs)

Catherine Singer

Deer Park High School
Position:Assistant Marching Band Director
Salary/Step: \$3000
Effective Date(s): 9/1/2024 - 6/30/2025

Theodore Smirlis

Deer Park High School
Position:Physics Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/13/2024 - 6/26/2024
Budget Code: F21101502125 (7hrs); A2110.158-01 (3 hrs)

Theodore Smirlis
Deer Park High School
Position: Physics Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

Jon Steigerwald
Robert Frost Middle School
Position: Living Environment Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/1/2024 - 6/8/2024
Correct Budget Code: F21101512125

Lauren Stein
Robert Frost Middle School
Position: Math 8 ENL Professional Resources
Salary/Step: \$270.21/day
Effective Date(s): 1/22/2024 - 5/31/2024

Lauren Stein
Robert Frost Middle School
Position: Algebra 1 Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/3/2024 - 6/26/2024
Correction to Federal Code; Budget Code: F21101512125 (7 hrs); A2110.158-08 (3 hrs)

Lauren Stein
Robert Frost Middle School
Position: Algebra Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/1/2024 - 6/8/2024
Correct Budget Code: F21101512125

Justin Uliano
Deer Park High School
Position: ELA Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

Olivia Vilardi-Perez
Deer Park High School
Position: Living Environment Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/13/2024 - 6/26/2024
Budget Code: F21101502125 (7hrs); A2110.158-01 (3 hrs)

Olivia Vilardi-Perez

Deer Park High School
Position: Living Environment Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

Olivia Vilardi-Perez

Deer Park High School
Position: Earth Science Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

Christy Villalobos

Robert Frost Middle School
Position: Math 8 ENL Professional Resources
Salary/Step: \$270.21/day
Effective Date(s): 1/22/2024 - 5/31/2024

Christy Villalobos

Robert Frost Middle School
Position: Physical Education ENL Professional Resources
Salary/Step: \$270.21/day
Effective Date(s): 1/22/2024 - 5/31/2024

Oscar Villalobos

Robert Frost Middle School
Position: Spanish 8 Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/3/2024 - 6/26/2024
Correct Budget Code: F21101512125

Oscar Villalobos

Robert Frost Middle School
Position: Spanish 8 Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/1/2024 - 6/8/2024
Correct Budget Code: F21101512125

Gina Zulkofske

Deer Park High School
Position: Global Studies Regents Review Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 4/13/2024 - 6/26/2024
Budget Code: F21101502125 (7hrs); A2110.158-01 (3 hrs)

Gina Zulkofske

Deer Park High School
Position: Global Studies Regents Academy Teacher
Salary/Step: \$79.50/hr
Effective Date(s): 5/3/2024 - 6/8/2024

SCHEDULE 24/BP-868 - SCHEDULE OF BILLS PAYABLE

General*	# 51	4/30/2024
General*	# 53	5/31/2024
Federal*	# 28	5/31/2024
Federal*	# 29	4/30/2024
Special Revenue*	# 1	5/31/2024
Capital*	# 15	5/31/2024
School Lunch*	# 22	5/31/2024
PR Liability General Fund*	# 48	4/30/2024
Workers' Comp.*	Daily Check Register	4/19/2024
Workers' Comp.*	Daily Check Register	4/24/2024
Workers' Comp.*	Daily Check Register	4/30/2024
Workers' Comp.*	Daily Check Register	5/3/2024
Workers' Comp.*	Daily Check Register	5/7/2024
Workers' Comp.*	Daily Check Register	5/7/2024
General	# 57	5/31/2024
Federal	# 30	5/31/2024
Capital	# 16	5/31/2024
School Lunch	# 23	5/31/2024
Workers' Comp.	Daily Check Register	5/14/2024
Workers' Comp.	Daily Check Register	5/15/2024
Workers' Comp.	Daily Check Register	5/21/2024

SCHEDULE 24-E-490 - EXPLANATION OF BUDGETARY TRANSFERS

#T34, 35 & 36

SCHEDULES 24-F-457 & 458 - CONTRACT REPORT

<u>Category</u>	<u>Fund</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Dates</u>	<u>Amount</u>
Admin	G	Steve Hampson	Health and Safety Officer Services	7/1/2024- 6/30/2025	\$400/day not to exceed \$24,000
Special Ed	F & G	Innovative Tutoring	Tutoring Services	7/1/2023- 6/30/2024	WSB RFP# 22-23-04P-E51-LH
Special Ed	F & G	North Shore Behavior Consulting	Special Ed Services	5/10/2023- 6/30/2025	WSB RFP# 22-23-04P-E51-LH -See Appendix A
Admin	G	Radiac Environmental Services	Sharps/Medical Waste Transportation and Disposal	7/1/2023- 6/30/2024	\$1,512.00
Special Ed	F & G	John Paul Campbell	Document Management Services	5/20/2024- 6/30/2025	\$52.50 per hour not to exceed \$52,500.00
Admin	G	Quadient	Maintenance Agreement	5/15/2024- 5/14/2025	\$2,953.00

SCHEDULE 5-H-24 - HOME TEACHING (regular & S/E)
(confidential)

SCHEDULE 5-S-244 - SPECIAL TRANSPORTATION
(confidential)

SCHEDULE 5-SE-24 - COMMITTEE RECOMMENDATIONS
(confidential)

VII. **RECEIPT OF SCHEDULES**

Recommend that the Board of Education approve the following receipt of schedules collectively:

SCHEDULE 24-A-531 - TREASURERS REPORT

Statement of Revenues -	General Fund -	July-April
	School Lunch Fund -	July-April
	Special Revenue -	July-April
	Federal Fund -	July-April
Treasurer's Report	July-April	
Cash Flow	July-April	
Claims Audit Report	April 1, 2024 - April 30, 2024	

SCHEDULE 24-B-851 - APPROPRIATION BUDGET STATUS REPORT

Appropriation Budget Status Report	General Fund -	July-April
	Capital Fund -	July-April
	Federal Fund -	July-April
	Special Revenue-	July-April
	Energy Conservation Fund -	July-April
	School Lunch-	July-April
Extra-Classroom Activities Funds	High School -	July-April
	Robert Frost -	July-April
Trial Balance	General	

VIII. **PUBLIC BE HEARD**

IX. **DISCUSSION**

- Timeline for discussion/approval of Code of Conduct and DW Safety Plan

X. **QUESTIONS/COMMENTS/CONCERNS, Board of Education**

XI. **ADJOURN**

1500 PUBLIC USE OF SCHOOL FACILITIES

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

Permitted Uses

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

- A. Instruction in any branch of education, learning or the arts.
- B. Public library purposes, subject to provisions of the Education Law, or as stations of public libraries.
- C. Social, civic (including but not limited to meetings of parent associations and parent-teacher associations) and recreational meetings and entertainments, or other uses pertaining to the welfare of the community so long as such uses are non-exclusive and open to the general public.
- D. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.
- E. Polling places for holding primaries and elections and for the registration of voters and for holding political meetings.
- F. Civic forums and community centers.
- G. Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.
- H. Child-care programs when school is not in session, or when school is in session for the children of students attending schools of the district and, if there is additional space available, for children of employees of the district.
- I. Licensed school-based health, dental or mental health clinics as defined in [Education Law §414](#), operated by an entity other than the school district.
- J. Graduation exercises held by not-for-profit elementary and secondary schools provided that no religious service is performed.
- K. Classes of instruction for intellectually disabled minors operated by a private organization approved by the Commissioner of Education.

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

Prohibited Uses



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

- A. Meetings sponsored by political organizations.

AGENDA ITEM

- B. Meetings, entertainments and occasions where admission fees are charged, that are under the exclusive control of and the proceeds are to be applied for the benefit of a society, association or organization or a religious sect or denomination or of a fraternal, secret or exclusive society or organization, other than veterans' organizations or volunteer fire fighters or volunteer ambulance workers.

Conditions of Use for District Facilities

- A. Use of district facilities may be permitted unless such facilities are in use for school purposes, or during educational programs. The district reserves exclusive and non-reviewable judgment to determine if a requested use would interfere with or disturb the district's educational programs and/or maintenance of facilities.
- B. To ensure that district facilities are preserved for the benefit of the greater district community, community based groups and organizations (that is, groups which are located within the geographic area covered by the district) will be given preference to access district facilities.
- C. Use of district facilities will be permitted only where the applicant agrees to pay the district a user fee according to attached schedule adopted by the district to cover the costs of heat, electricity, maintenance, custodial services and any other expenses associated with the requested use. Use is further conditioned upon the applicant's agreement to pay additional fees associated with the use of any additional services or equipment. The district retains the right to condition use upon an applicant depositing with the district a sum equaling the estimated costs and fees associated with the proposed use 10 days in advance of the requested use. The district retains the further right to waive user fees for groups that are associated with or sponsored by the district.
- D. Where, in the judgment of the district, the requested use of district facilities requires special equipment or supervision, the district reserves the right to deny such use, or in the alternative, to condition such use upon the applicant's payment of additional fees in accordance with paragraph C above. Only authorized personnel shall operate district equipment.
- E. Use of district facilities will only be permitted where the organization provides the district timely evidence of adequate insurance coverage (\$1,000,000 minimum) to save the district harmless from all liability, property damage, personal injuries and/or medical expenses. The district will exercise complete and unreviewable discretion regarding what constitutes adequate insurance coverage for each proposed use.
- F. Outdoor sports groups using our facilities do not have access to the district's portable or permanently installed AEDs inside the building.
 - A. It is the responsibility of the sports organization to file an AED Implementation Plan with the County Health Department
 - B. The use of outside facilities requires the completed and signed 'Youth Group Sports AED Supplement.' (Exhibit E-2.)
- G. The Board reserves the discretion to deny use of district facilities described above, or to terminate use of district facilities:
 - A. By an applicant who has previously misused or abused district facilities or property or who has violated this policy;

- AGENDA ITEM
- B. For any use which could have the effect of violating the Establishment Clause of the United States Constitution or other provisions of the United States or New York State Constitutions;
 - C. For any use which, in the estimation of the Board, could reasonably be expected to or actually does give rise to a riot or public disturbance;
 - D. For any use which the Board deems inconsistent with this policy;
 - E. In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed; for any use prohibited by law.
 - F. For any use prohibited by law.

Application Procedure for Use of District Facilities

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

Cross Ref:

1511, Advertising in the Schools
9820.3, Union Rights

Ref:

[Education Law §§2-a; 414](#)

Adoption Date: January 22, 2009

Revised: October 23, 2009

First Reading: December 20, 2011

Adoption Date: January 10, 2012

First Reading: October 8, 2013
Adoption Date: November 5, 2013
First Reading: February 10, 2015
Adoption Date: February 24, 2015
First Reading: July 7, 2016
Adoption Date: July 26, 2016
First Reading: September 13, 2016
Adoption Date: September 27, 2016
First Reading: May 30, 2024

AGENDA ITEM

Deer Park Union Free School District

1500-E1 YOUTH SPORTS GROUP AED SUPPLEMENT

**DEER PARK UNION FREE SCHOOL DISTRICT
NYSIR REQUIRED FACILITY USE SUPPLEMENT
YOUTH SPORTS GROUPS – AED SUPPLEMENT**

For youth sports groups using Deer Park UFSD's outdoor event space or fields where there are no generally provided outdoor AEDs, _____ (FACILITY USER) acknowledges and agrees that the following conditions apply:

- Access to the the Deer Park UFSD's AEDs located inside school buildings is **NOT** provided with/for **field use** by youth sports leagues or other outside organizations.
- FACILITY USER shall provide its own AED.
- AED Implementation Plan is filed with the pertinent County Department of Health; **AND**
- will require at least one person associated with FACILITY USER (e.g., coaches and volunteers) trained and certified in the use of AEDs to be on-site and present during any FACILITY USER activity taking place at or on Deer Park UFSD's property.

_____ (NAME OF FACILITY USER) covenants and agrees to defend, indemnify and hold harmless the Deer Park UFSD from and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of Deer Park UFSD's property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, spectator, contractor or subcontractor of FACILITY USER.

FACILITY USER understands and agrees that its use of Deer Park UFSD's property and facilities includes, but is not limited to, all areas identified in the application and/or permit, and sidewalks, walkways, parking lots, entrances, stairs, and all other areas incidental to and/or connected with the use of the premises (hereinafter referred to as "incidental areas"). FACILITY USER agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

AGENDA ITEM

Signature of Facility User's Representative

Date

Organization Name: _____

Signature of District's Representative

Date

5252 STUDENT ACTIVITIES FUNDS MANAGEMENT

The Board of Education shall have the responsibility for the protection and supervision of the financial affairs of student organizations / extra classroom activities. Extra classroom funds are funds raised other than by taxation or through charges of the Board; and for, by, or in the name of a school, student body, or any subdivision thereof.

All extra classroom funds will be handled in accordance with the financial procedures published by the New York State Education Department.

Leftover Funds

Leftover funds of discontinued extra classroom activities of graduating classes or inactive activities will be disposed of in one of the following ways: automatically revert to the account of the general student organization or student council and will be expended in accordance with that organization's constitution.

1. Expended by vote of the student activity controlling these funds as provided for in the bylaws.
2. Transferred to another student activity following the standard withdrawal procedure.
3. Transferred to the school district for a specific and designated purpose. When the student activity votes to dispose of funds in this manner, the funds will be turned over to the Clerk of the Board along with a signed statement from the student activity authorizing the school district to use the funds in a specific manner as agreed upon by the student activity. The funds will be held in a fiduciary fund until the proper expenditures have been made. Any balance remaining after these expenditures will be transferred to the general fund for use by the school district.
4. Transferred by motion of the Board to the student council account if none of the preceding ways has been implemented.

Cross-ref:

2210, Board Reorganizational Meeting

5210, Student Organizations

Ref:

[Education Law §207](#)

[8 NYCRR Part 172](#)

Adoption Date: January 22, 2008

AGENDA

Deer Park Union Free School District

5252-R STUDENT ACTIVITIES FUNDS MANAGEMENT

AGENDA ITEM

Appointment of Officers

The Board will appoint, on the recommendation of the Superintendent of Schools, members of the regular faculty and clerical staff to fill the following positions of central treasurer, faculty auditor, and chief faculty counselor(s) (usually the Building Principal). The chief faculty counselor(s) will appoint faculty advisers for each extra classroom activity.

Each extra classroom activity will elect a student to be the activity treasurer.

Functions and Duties of Officers

A. Central Treasurer

It will be the duty of the central treasurer to have custody of all funds. All disbursements and deposits of funds will be made according to the procedures outlined in this regulation. ~~by means of pre-numbered check forms signed by the central treasurer upon receipt of a disbursement order signed by the activity treasurer, faculty adviser, and Principal (or his/her designee). The central treasurer will have no part in the approval of payments but will disburse funds only on the presentation of a properly signed pay order in duplicate providing, of course, that there are sufficient funds available in the account completed check will be returned to the student treasurer, who will send it to the vendor after posting. ¶ The central treasurer will sign a receipt for funds placed in his/her custody, and he/she will deposit such funds promptly in a bank designated by the Board.~~ The central treasurer will keep an account listing the receipts and expenditures of each individual activity and post a register of all the receipts and disbursements of the combined student organization on ledger forms that will be available for review by the faculty auditor, internal auditors and external auditors upon request. - ~~prescribed by the Board.~~

Once each month, the central treasurer will receive and verify his/her bank statements and prepare reports for presentation to the faculty auditor and the Board. These reports to the Board should show beginning balances, receipts for the month, disbursements for the month, and the ending balances for each organization, as well as a copy of the bank reconciliation.

At the end of the school year, it will be the duty of the central treasurer to assemble the monthly reports and prepare a composite report listing the financial condition of each activity for the full school year for the guidance of the Superintendent, the Board and the auditors.

¶

B. Faculty Auditor

The function of the faculty auditor will be distinct and separate from the duties of the other officers. The person appointed as auditor will have no part in the approval of payments, the planning of income, or in the keeping of records and forms. The Principal and the Superintendent are prohibited from being appointed as auditor inasmuch as the Principal should serve as chief faculty counselor, and the Superintendent would have general supervision of the entire system and would be responsible for the decisions of the chief faculty counselor and the faculty advisers.

In order to establish the responsibility of the auditor and to make available adequate evidence of all financial transactions, the auditor will receive once each month from the central treasurer on a regular date designated by the Superintendent, a complete statement of the accounts showing the balance for each activity and the total balance for all accounts. In addition, the auditor will call in the ledgers kept by the activity treasurers, at least twice a year and on a rotating basis, in order to compare the balance as shown on the central treasurer's report with the balance recorded in the ledger of the activity treasurer. He/she will also examine various transactions and paperwork to determine if correct procedures are being used. He/she will certify on these pages as to the accuracy of the entries posted and the available balance listed.

It will be the duty of the auditor to verify the accuracy of the reports prepared by the central treasurer and so certify to the Superintendent for transmittal to the Board. In the event that the ledgers of the activity treasurer do not agree with the ledger kept by the central treasurer, the auditor will base his/her investigation on the supporting evidence kept by the activity treasurer and the central treasurer in the form of audited receipt statements, signed deposit slips, original audited bills, signed pay orders, canceled checks, and bank statements. The entries in the central treasurer's books and activity treasurer's ledgers are, in the final analysis based on forms bearing not only the signature of the activity treasurer but also the countersignature of the faculty adviser. ~~and Principal or his/her designee.~~

~~At the end of the school year, it will be the duty of the auditor to assemble the monthly reports and prepare a composite report listing the financial condition of each activity for the full school year for the guidance of the Superintendent and the Board.~~

C. Chief Faculty Counselor

It will be the duty of the chief faculty counselor to coordinate the financial planning of all projects of the various student organizations in his/her building; to consult with the faculty advisers; to appoint a faculty adviser for each activity in his/her building on a year-to-year basis; and to submit to the Board for approval all new activity organizations initiated by the students. He/she will investigate all problems and disputes concerning the student organizations under his/her jurisdiction and will ~~effect~~ ^{affect} action that will enable such problems and disputes to be resolved.

D. Faculty Adviser

It will be the duty of the faculty adviser to guide and advise the student officers in planning extra classroom activities and the planning of financial budgets. Faculty advisers will assist the activity treasurer in the preparation of statements of income. He/she will audit these statements and sign them as acknowledgment of verification of the income statement to be attached to deposit slips. The adviser will guide the student treasurer in posting his/her account ledger and from time to time will check the balancing of the activity treasurer's accounts and the completeness of their supporting evidence. The faculty adviser will supervise expenditures by insuring that funds are available for approving each proposed purchase and by signing all pay orders drawn on the central treasurer for disbursement of funds.

The faculty adviser is responsible for determining which of his/her organization's activities are subject to sales tax and for taking steps to see that all tax information is accurately recorded and sent to the central treasurer. The faculty adviser will constantly work toward the goal of insuring the largest educational return from the activities participated in by the students.

E. Activity Treasurer

The activity treasurer will receive all ~~moneys~~ money raised by his/her activity and shall immediately deposit such funds with the central treasurer according to the procedures outlined in this regulation. ~~Duplicate deposit slips will be made out and signed by both the adviser and activity treasurer. One of these is to be retained by the central treasurer and one, after being signed by the central treasurer, is to be returned to the activity treasurer together with a central treasurer's receipt.~~

The activity treasurer will pay all bills and request checks from the central treasurer according to the procedures outlined in this regulation. ~~by issuing pay orders signed by him/herself, the faculty adviser, and the Principal (or his/her designee). This form is to be made in duplicate and is an order on the central treasurer to issue a check for payment of the invoice which shall be attached to the pay order. The central treasurer will keep one copy of the pay order and return the other copy together with the completed check. The activity treasurer will then send the check to the vendor involved after posting.~~

The activity treasurer will keep a ledger showing all receipts and expenditures and indicating a daily running balance which shall be on a form prescribed by the Board. He/she will file all supporting data, chronologically, as evidence for the entries made in the ledger.

F. Independent Auditor

The independent auditor appointed by the Board to make an annual audit of all school district finances will be required to include the extra classroom activity fund as a part of his/her annual audit. This audit will include a statement of receipts, disbursements, and balances for each activity together with a reconciliation of cash.

Deposit Procedures for Activity Treasurers

Each activity treasurer will issue a receipt of all ~~moneys~~ money received by him/her to be deposited in the activity account. ~~These receipts will be pre-numbered and must be used in consecutive order. If a mistake is made, the receipt should be voided but not destroyed.~~

When an organization has a dance or activity involving admissions, a statement of admissions must be prepared. ~~This shall include a count of attendees and corresponding amount collected. The total amount should equal the single cost of the ticket multiplied by the number of tickets sold. If there are tickets that were given gratis, a reconciliation should be included in the statement showing the difference.~~

Upon receiving money, the activity treasurer will take the following steps:

1. Count the money received and reconcile with the statement of admissions or activity treasurer receipts which are involved in the transaction. The faculty adviser will sign the statement of admissions under the signature of the activity treasurer, check any activity treasurer receipts involved, place the receipts in a bank deposit bag, and place the bag

in the school vault until the next school day. NO ACTIVITY MONEY SHOULD BE TAKEN HOME BY ANYONE.

~~2. Prepare the deposit slip, obtain the signature of the faculty adviser on the deposit slip following his/her review, and deposit the funds with the central treasurer. A pre-printed statement of deposit shall be prepared in triplicate signed by the activity treasurer and faculty adviser. One copy will be kept by the activity treasurer before giving the funds to the central treasurer. The remaining copies will be signed by the central treasurer. Once the deposit is made, the central treasurer will keep one copy and send the last copy to the activity treasurer with a copy of the bank deposit slip to be filed with the original statement of deposit.~~

3. Return all funds used for making change.

~~4. Receive the duplicate deposit slip signed by the central treasurer together with a receipt for the money deposited.~~

~~54.~~ Enter the amount of the deposit in the activity fund register indicating the source from which the funds were received.

~~56.~~ File chronologically the supporting data consisting of the duplicate deposit slip, central treasurer's receipt, and, if applicable, the statement of admissions. These forms provide the evidence for the entries made in the activity treasurer's books.

Electronic deposits through an online payment system:

The central treasurer will export the monthly activity from the online payment system to reconcile the payments to the deposits listed on the bank statement and the corresponding individual activities. The central treasurer will provide a statement of account each month to the activity treasurer.

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Withdrawal Procedure for Activity Treasurers

When merchandise is to be purchased, ~~a purchase order approved by the activity treasurer and the faculty adviser must be prepared in duplicate. The adviser is responsible for making sure the purchase is proper in all respects. The original is given (or mailed) to the vendor as authorization to buy.~~ When the ~~foods~~ goods are received and the bill arrives, the activity treasurer, under the faculty adviser's supervision, checks the goods, bill, and a copy of the ~~purchased~~ order to see that there are no discrepancies.

When payments are to be made for services rendered ~~or goods received~~, ~~a purchase order may be used.~~ The activity treasurer and the faculty adviser should be certain, ~~however~~, that the bill accurately reflects the services rendered.

When it is determined that the bill is correct, the following steps will be taken:

1. A payment order will be prepared in duplicate and signed by both the activity treasurer and faculty adviser.
2. The final audited bill will be attached to the original pay order form ~~and both, plus the copy of the pay order, and~~ will be given to the central treasurer.
3. The central treasurer will ~~record the consecutive~~ sign the pay order form number on ~~the forms~~ and prepare the check.
4. The central treasurer will make the entries in his/her books and file both the original pay order and the bill as evidence for the entries.
5. The check and the copy of the pay order will be forwarded to the activity treasurer.

RECORD ITEM

6. The activity treasurer will make the necessary entry in his/her books indicating to whom the check is drawn and the reason. He/she will then send the check to the vendor. The pay order will be filed to give supporting evidence for the entry.

AGENDA ITEM

Suggested Procedure for Inactive Activity Accounts

Prior to the termination of a student activity, all funds remaining in the treasury will be disposed of in one of the following ways:

1. Expended by vote of the student activity controlling these funds as provided for in the bylaws.
2. Transferred to another student activity following the standard withdrawal procedure.
3. Transferred to the school district for a specific and designated purpose. When the student activity votes to dispose of funds in this manner, the funds will be turned over to the Clerk of the Board along with a signed statement from the student activity authorizing the school district to use the funds in a specific manner as agreed upon by the student activity. The funds will be held in a ~~trust-agency~~ fiduciary fund until the proper expenditures have been made. Any balance remaining after these expenditures will be transferred to the general fund for use by the school district.
4. Transferred by motion of the Board to the ~~general student activity~~ student council account if none of the preceding ways has been implemented.

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First Reading: May 30, 2024

Deer Park Union Free School District

SCHOOL DISTRICT RECORDS

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

The Superintendent of Schools will develop regulations, to be adopted by the board, ensuring compliance with the Freedom of Information Law and setting forth the procedures to be followed to obtain access to district records, and submit such regulations to the Board for approval. Such regulations will address ensuring applicable confidentiality and security of district information including the protection of student and teacher/principal personally identifiable information in conformance with state Education Law §2-d and regulations 8 NYCRR Part 121. The Superintendent shall designate, with Board approval, a Records Access and Records Management Officer, pursuant to law.

Retention and Destruction of Records

The Board hereby adopts the Records Retention and Disposition Schedule issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, which contains the legal minimum retention periods for district records. In accordance with Article 57-A, the district will dispose of only those records described in the schedule after they have met the minimum retention periods set forth in the schedule. The district will dispose of only those records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods. The manner of destruction will be determined by the format of the record (i.e., paper, digital, etc.). In addition, destruction will be appropriately documented.

Litigation Hold

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

Cross Ref: 5500 Student Records
8630, Computer Resources and Data Management
8635 Information and Data Privacy, Security, Breach and Notification

Ref: Public Officers Law §84 et seq. (Freedom of Information Law)
Education Law §2116
Arts and Cultural Affairs Law §57.11
Local Government Records Law, Article 57-A
Federal Rules of Civil Procedure, 16, 26
8 NYCRR Part 185 (Appendix 1) - Records Retention and Disposition Schedule LGS-1 for New York Local Government Records; Part 121 21 NYCRR Part 1401

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SCHOOL DISTRICT RECORDS REGULATION

AGENDA ITEM

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

I. Designation of Officers

1. The Records Access Officer shall be the District Clerk, who will:
 - receive requests for records of the Board of Education and make such records available for inspection or copying when such requests are granted; and
 - ensure that district information that is not permitted to be released is not released (see Section IV, Records Exempted from Public Access below;) and
 - compile and maintain a detailed current list by subject matter, of all records in the possession of the Board, whether or not available to the public.
2. The Superintendent of Schools, with the Board's approval, will designate a Records Management Officer for the district. The Records Management Officer will develop and oversee a program for the orderly and efficient management of district records, including maintenance of information security as it pertains to release of district records. The Records Management Officer will ensure proper documentation of the destruction of records, in accordance with the schedule.

II. Definition of Records

1. A record is defined as any information kept, held, filed, produced or reproduced by, with or for the district in any physical form whatsoever, including but not limited to reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or disks, rules, regulations or codes.
2. The Records Access Officer will have the responsibility for compiling and maintaining the following records:
 - a. a record of the final vote of each member of the Board on any proceeding or matter on which the member votes;
 - b. a record setting forth the name, school or office address, title and salary of every officer or employee of the district; and

AGENDA ITEM

- c. a reasonably detailed current list by subject matter of all records in possession of the district, whether or not available for public inspection and copying.
3. No record for which there is a pending request for access may be destroyed. However, nothing in these regulations shall require the district to prepare any record not possessed or maintained by it except the records specified in II(2), above.

III. Access to Records

1. Time and place records may be inspected. Records may be requested from and inspected or copied at the District Clerk's Office during business hours on any day on which the district office is open. Records may also be requested via e-mail at the following address: brennan.l@deerparkschools.org.
2. Fees: The fee for documents up to 9 x 14 inches is 25 cents per page. For documents larger than 9 x 14 inches, tape or cassette records, computer printouts, or other records, the cost will be based on the cost of reproduction or program utilized. Fees are subject to periodic review and change. However, no fee will be charged for records sent via e-mail, the search for or inspection of records, certification of documents, or copies of documents which have been printed or reproduced for distribution to the public. No fee will be charged if an identical record has been prepared in the past six (6) months and an electronic copy is available, except for the actual cost of a storage device if one is provided in complying with the request. The number of copies given to any organization or individual may be limited, at the discretion of the Records Access Officer. In determining the actual cost of reproducing a record, the district may only include:
 - The hourly salary of the lowest paid employee with the necessary skill required to prepare a copy of the record, but only where at least two (2) or more hours is required;
 - The actual cost of any storage device or media provided in complying with the request; and
 - The actual cost to the district of engaging an outside service needed to prepare a copy of the record if the district's equipment is not able to make a copy.

The district will inform the person making the request of the estimated cost, if more than two (2) hours of employee time would be needed, or if it would be necessary to retain an outside service.

DEER PARK

1120-R

AGENDA ITEM

3. Procedures: Requests to inspect or secure copies of records will be submitted in writing, either in person, by mail or via e-mail, to the Records Access Officer.
4. All requests for information will be responded to within five business days of receipt of the request. If the request cannot be fulfilled within five business days, the Records Access Officer will acknowledge receipt of the request and advise the approximate date when the request will be granted or denied.
5. If a request cannot be granted within 20 business days from the date of acknowledgement of the request, the district must state in writing both the reason the request cannot be granted within 20 business days, and a date certain within a reasonable period when it will be granted depending on the circumstances of the request.
6. Denial of Access: When a request for access to a public record is denied, the Records Access Officer will indicate in writing the reasons for such denial, and the right to appeal.
7. Appeal: An applicant denied access to a public record may file an appeal by delivering a copy of the request and a copy of the denial to the Superintendent within 30 days after the denial from which such appeal is taken.
8. The applicant and the New York State Committee on Open Government will be informed of the Superintendent's determination in writing within 10 business days of receipt of an appeal. The Superintendent shall transmit to the Committee on Open Government photocopies of all appeals and determinations.

IV. Records Exempted from Public Access

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

1. are specifically exempted from disclosure by state and/or federal statute;
2. if disclosed would constitute an unwarranted invasion of personal privacy;
3. if disclosed would impair present or imminent contract awards or collective bargaining negotiations;

4. are trade secrets, or are submitted to the Board by a commercial enterprise (e.g., a for-profit business entity) and which if disclosed would cause substantial injury to the competitive position of that enterprise.
5. are compiled for law enforcement purposes and which, if disclosed, would:
 - a. interfere with law enforcement investigations or judicial proceedings (except that if the district is not conducting the investigation that disclosure would interfere with an ongoing investigation);
 - b. deprive a person of a right to a fair trial or impartial adjudication;
 - c. identify a confidential source or disclose confidential techniques or procedures, except routine techniques or procedures; or
 - d. reveal criminal investigative techniques or procedures, except routine techniques and procedures;
6. which if disclosed would endanger the life or safety of any person;
7. which are interagency or intra-agency communications, except to the extent that such materials consist of:
 - a. statistical or factual tabulations or data;
 - b. instructions to staff which affect the public;
 - c. final Board policy determinations; or
 - d. external audits, including but not limited to audits performed by the comptroller and the federal government;
8. which are examination questions or answers that are requested prior to the final administration of such questions;
9. which if disclosed would jeopardize the district's capacity to guarantee the security of its information technology assets (which encompasses both the system and the infrastructure).

V. Prevention of Unwarranted Invasion of Privacy

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

1. disclosure of confidential personal matters reported to the Board which are not relevant or essential to the ordinary work of the Board;

DEER PARK

1120-R

AGENDA ITEM

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

Unless otherwise deniable, disclosure shall not be construed to constitute an unwarranted invasion of privacy when identifying details are deleted, when the 1120-R person to whom records pertain consents in writing to disclosure, or when upon representing reasonable proof of identity, a person seeks access to records pertaining to him or her.

Additionally, even if a release of information would be permitted under the state's Freedom of Information Law (FOIL), the district will not use or disclose any student or staff personally identifiable information (PII) unless it benefits students and the district, in conformance with state Education Law §2-d ("§2-d") and state regulations 8 NYCRR Part 121 ("Part 121"). Releases that "benefit students and the district" include:

- improving academic achievement,
- empowering parents and students with information, and
- and/or advancing efficient and effective school operations.

PII for student data is defined in federal regulations 34 CFR §99.3, and PII for teacher and principal data is defined in state Education Law §3012-c(10). The Superintendent, the district's Data Protection Officer, and the district's attorney, if necessary, will assist in determining whether complying with a FOIL request can be done in conformance with §2-d and Part 121.

VI. Listing of Records

Pursuant to Section 87(3)(c) of the Public Officers Law, the current records retention schedule for school districts, published by the Commissioner of Education, shall serve as the list by subject matter of all records in the possession of the school district, whether or not available under the law.

VII. Litigation-Hold

The Superintendent will designate a "discovery" team, comprised of the school attorney, District Administrator for Instructional Technology, the Records Access and Records Management Officer and other personnel as needed. The discovery team will convene in the event that litigation is commenced to plan to respond to the request for records. The Superintendent, with assistance from the District Administrator for Instructional Technology, will ensure that measures are put in place to preserve applicable records.

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GRADUATION CEREMONIES

The graduation or commencement ceremony is a time to celebrate the honors and achievements of the graduating class. The Board of Education will establish the date for graduation ceremonies, while the administration will determine the place and program details, including attire. Academic and other awards and scholarships may be presented along with diplomas. Speakers may be selected from among the graduating class.

Participation in the graduation ceremony and related activities will be predicated on satisfactory completion of all graduation requirements, or as otherwise described in this policy. Exceptions may be made under extraordinary circumstances with the permission of the Superintendent of Schools. Students who have earned either a Career Development and Occupational Studies Commencement Credential (CDOS) or Skills and Achievement Commencement Credential (SACC) – without meeting the requirements for a high school diploma by the time ninth-grade cohort reaches graduation may, but are not required to, participate in that graduation ceremony and related activities.

However, students may be denied participation in the graduation ceremony and related activities as a consequence of violations of the Code of Conduct. The Building Principal may set other rules and conditions for participation in the graduation ceremony and related activities. All such rules will be provided to students and parents/guardians in advance. Students who have met the requirements for a diploma but are barred from participating in the graduation ceremony will be given their diplomas separately.

Students who participate in the graduation ceremony by earning only a CDOS or SACC who subsequently meet the requirements for either a Regents or local high school diploma, he/she may participate in the graduation ceremony of that graduating class as well.

Students with disabilities receiving services pursuant to the Individuals with Disabilities Education Act who earn a CDOS or SACC without receiving a diploma are entitled to continue their educational programs until their 22nd birthday, or until receipt of a Regents or local high school diploma, whichever comes first.

The Board directs the Superintendent to develop regulations to implement this policy, to be adopted by the Board. The district will provide annual written notice to all students and their parents/guardians of the requirements of this policy and associated regulations.

Cross-ref: 4321, Programs for Students with Disabilities Under the IDEA and New York's Education Law Article 89

4321.9, Declassification of Students with Disabilities
4773, Diploma and Credential Options for Students with Disabilities
5300, Code of Conduct

Ref: Education Law §3204(4-b)
8 NYCRR §§100.5; 100.6

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**DIPLOMA AND CREDENTIAL OPTIONS FOR STUDENTS WITH
DISABILITIES**

The Board of Education is committed to supporting all students, so they are college- and career-ready upon graduation. The Committee on Special Education (CSE), which includes parents/guardians, will work with students with disabilities to attain the appropriate diploma or credential based on their Individualized Education Plan (IEP).

Regents Diploma or Regents Diploma with Advanced Designation

Students with disabilities are encouraged to work toward the completion of requirements for a Regents diploma or Regents diploma with an advanced designation, as established by New York State and the Board.

Local Diploma

Students with disabilities may work toward completion of the requirements of a local diploma. The local diploma may be earned by meeting the standards set forth in state regulations.

Career Development and Occupational Studies Commencement Credential

Any student who is not eligible for a Skills and Achievement Commencement Credential (including students without disabilities) may be issued a New York State Career Development and Occupational Studies Commencement Credential (CDOS), pursuant to the requirements of those regulations. The student may pursue a CDOS either in addition to or instead of a high school diploma. The district shall ensure that such students have been provided with appropriate opportunities to earn a high school diploma.

Skills and Achievement Commencement Credential

A student who meets the state definition of a student with severe disabilities, who has taken the State assessment for students with severe disabilities, may be issued a skills and achievement commencement credential pursuant to the requirements of Commissioner's Regulations 8 NYCRR §100.6.

Continued Right to Educational Services

If a student receiving a Career Development and Occupational Studies Commencement Credential or a Skills and Achievement Commencement Credential is a student with disabilities receiving services pursuant to the Individuals with Disabilities Education Act and is less than twenty-one years of age, the credential will

be accompanied by a written assurance of the student's continued right to attend public school until the student turns twenty-two or until the student has earned a Regents or local high school diploma, whichever is earlier.

Graduation Ceremonies

Students with disabilities may participate in graduation ceremonies as permitted under state law and described in policy 4772, Graduation Ceremonies.

Cross-ref: 4321, Programs for Students with Disabilities
4770, Graduation Requirements
4772, Graduation Ceremonies

Ref: 8 NYCRR §§100.1; 100.5; 100.6; 100.9

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STUDENT RECORDS

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, the Board will ensure that eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. The procedures for ensuring these rights shall be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the district's student records in accordance with Schedule ED-1 as adopted by the Board in policy 1120.

The District will use reasonable methods to provide access to student educational records only to those authorized under the law and to authenticate the identity of the requestor. The district will document requests for and release of records, and retain the documentation in accordance with law. Furthermore, pursuant to Education Law §2-d ("§2-d") and its implementing regulations 8 NYCRR Part 121 ("Part 121"), the district will execute agreements with third-party contractors who collect, process, store, organize, manage or analyze student personally identifiable information (PII) to ensure that the contractors comply with the law in using appropriate means to safeguard the data.

Additionally, pursuant to §2-d and Part 121 the district will only use or disclose student personally identifiable information (including directory information described below) if it benefits students and the district (e.g., improves academic achievement, empowers parents and students with information, and/or advances efficient and effective school operations), except for disclosure required by federal law of the names, addresses and telephone numbers of secondary students to the military and institutions of higher education.

The Superintendent of Schools shall be responsible for ensuring that all requirements under federal statutes and Commissioner's Regulations shall be carried out by the district.

Definitions

Authorized Representative: an authorized representative is any individual or entity designated by a State or local educational authority or a Federal agency headed by the Secretary, the Comptroller General or the Attorney General to carry out audits, evaluations, or enforcement or compliance activities relating to educational programs.

Education Record: means those records, in any format, directly related to the student and maintained by the district or by a party acting on behalf of the district, except:

- AGENDA ITEM
- (a) records in the sole possession of the individual who made it and not accessible or revealed to any other person except a substitute (e.g. memory joggers);
 - (b) records of the district's law enforcement unit;
 - (c) grades on peer-graded papers before they are collected and recorded by a teacher.

Eligible student: a student who has reached the age of 18 or is attending postsecondary school.

Legitimate educational interest: a school official has a legitimate educational interest if they need to review a student's record in order to fulfill his or her professional responsibilities.

Personally identifiable information: is information that alone or in combination, would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Such data includes, but is not limited to, a student's: name, address, date and place of birth, mother's maiden name, family member's name and address, social security number, student identification number, a biometric record, etc. This term is fully defined in federal regulations at 34 CFR section 99.3. The State Chief Privacy Officer has determined that student and parent phone numbers are considered PII.

School official: a person who has a legitimate education interest in a student record who is employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a member of the Board of Education; a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing his or her tasks. Volunteers may only access the information necessary for an assignment and must not disclose student information to anyone other than a school official with a legitimate educational interest. The Building Principal shall provide adequate training on confidentiality of student records.

Third party contractor: is 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 or audit or evaluation of publicly funded programs.

Annual Notification

At the beginning of each school year, the district will publish a notification that informs parents, guardians and students currently in attendance of their rights under

AGENDA ITEM

FERPA and New York State Law and the procedures for exercising those rights. A 'Parents' Bill of Rights for Data Privacy and Security' will be posted on the district website and included in any agreements with third-party contractors.(see 5500-E.4) The notice and 'Bill of Rights' may be published in a newspaper, handbook or other school bulletin or publication. The notice and 'Bill of Rights' will also be provided to parents, guardians, and students who enroll during the school year.

The notice and Parents' Bill of Rights must include a statement that the parent or eligible student has a right to:

1. inspect and review the student's education records;
2. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. consent to the disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent; and
4. file a complaint with the U.S. Department of Education alleging failure of the district to comply with FERPA and its regulations; and/or file a complaint regarding a possible data breach by a third party contractor with the district and/or the New York State Education Department's Chief Privacy officer for failure to comply with state law.

The annual notice and Parents' Bill of Rights will inform parents/guardians and students:

1. that it is the district's policy to disclose personally identifiable information from student records, without consent, to other school officials within the district whom the district has determined to have legitimate educational interests. The notice will define 'school official' and 'legitimate educational interest.'
2. that, upon request, the district will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled.
3. that personally identifiable information will be released to third party authorized representatives for the purposes of educational program audit, evaluation, enforcement or compliance purposes.
4. that the district, at its discretion, releases directory information (see definition below) without prior consent, unless the parent/guardian or eligible student has exercised their right to prohibit release of the information without prior written consent. The district will not sell directory information.
5. that, upon request, the district will disclose a high school student's name, address and telephone number to military recruiters and institutions of higher learning unless the parent or secondary school student exercises their right to prohibit release of the information without prior written consent.
6. of the procedure for exercising the right to inspect, review and request amendment of student records.

7. that the district will provide information as a supplement to the "Parents' Bill of Rights" about third parties with which the district contracts that use or have access to personally identifiable student data.

The district may also release student education records, or the personally identifiable information contained within, without consent, where permitted under federal law and regulation. For a complete list of exceptions to FERPA's prior consent requirements see accompanying regulation 5500-R, Section 5.

The district shall effectively notify parents, guardians and students who have a primary or home language other than English.

In the absence of the parent or secondary school student exercising their right to opt out of the release of information to the military, the district is required to, under federal law, release the information indicated in number five (5) above.

Directory Information

The district has the option under FERPA of designating certain categories of student information as "directory information." The Board directs that "directory information" include a student's:

- Name
- ID number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems (only if the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the student's identity),
- Address (except information about a homeless student's living situation, as described below)
- Telephone number
- Date and place of birth
- Major course of study
- Participation in school activities or sports
- Weight and height if a member of an athletic team
- Dates of attendance,
- Degrees and awards received
- Most recent school attended
- Grade level
- Photograph
- E-mail address
- Enrollment status

Information about a homeless student's living situation will be treated as a student educational record and will not be deemed directory information. A parent/guardian or eligible student may elect, but cannot be compelled, to consent to the release of a student's address information in the same way they would for other student

education records. The district’s McKinney-Vento liaison will take reasonable measures to provide homeless students with information on educational, employment, or other postsecondary opportunities and other beneficial activities.

Social security numbers or other personally identifiable information will not be considered directory information.

Students who opt out of having directory information shared are still required to carry and/or display their student ID cards.

Once the proper FERPA notification is given by the district, a parent/guardian or student will have 14 days to notify the district of any objections they have to any of the “directory information” designations. If no objection is received, the district may release this information without prior approval of the parent/guardian or student for the release, as long as such release is permitted by §2-d and Part 121. Once the student or parent/guardian provides the “opt-out,” it will remain in effect after the student is no longer enrolled in the school district.

The district may elect to provide a single notice regarding both directory information and information disclosed to military recruiters and institutions of higher education.

Cross-ref: 1120, School District Records
4321, Programs for Students with Disabilities Under IDEA and Part 89
4532, School Volunteers
5550, Student Privacy
5151, Homeless Children

Ref. Family Educational Rights and Privacy Act, as amended, 20 USC 1232g; 34 CFR Part 99
Elementary and Secondary Education Act, as amended, 20 USC §7908 (Military Recruiter Access)
10 USC §503 as amended by §544 of the National Defense Reauthorization Act for FY 2002
Education Law §§ 2-a; 2-b; 2-c; 2-d; 225;
Public Officers Law §87(2)(a)
Arts and Cultural Affairs Law, Article 57-A (Local Government Records Law)
8 NYCRR 185.12 (Appendix I) Records Retention and Disposition, Schedule ED-1 for Use by School Districts and BOCES
“Guidance for Reasonable Methods and Written Agreements,”
http://www2.ed.gov/policy/gen/guid/fpco/pdf/reasonablemtd_agreement.pdf
Parents’ Bill of Rights for Data Privacy and Security, July 29, 2014: <http://www.p12.nysed.gov/docs/parents-bill-of-rights.pdf>

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Adoption Date: May 30, 2024

BUDGET TRANSFERS

The Board of Education may make transfers between and within appropriations for teachers' salaries and ordinary contingent expenses. Transfers may also be made from any appropriations requiring voter approval, provided that the original purpose of the appropriation has been fulfilled.

All transfers above \$10,000 must be pre-approved by the Board of Education.

Ref: Education Law § 1718 8
NYCRR § 170.2(1)

Adoption Date: January 22, 2008
First Reading: May 14, 2024
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