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**LONG BEACH PUBLIC SCHOOLS**  
**Long Beach, NY**

April 21, 2016

Ladies and Gentlemen:

The Long Beach Board of Education is the authorized state agency responsible for setting educational policy in the district. It consists of five trustees, each serving a three-year term. Board members pay school taxes at the regular rate and receive no salary or other financial compensation.

All meetings, except executive sessions, are held before the public. Members of the public may address the Board of Education on any specific agenda item during special time reserved for that purpose prior to Board discussion and action. The public may also address the Board of Education on any matter of concern at a second public session after the Board of Education completes agenda action items. Visitors should not address the Board in public relative to questions or comments regarding specific staff members or specific students. Such concerns should be brought to the attention of appropriate staff or to board members by telephone, in writing, or by scheduling a personal meeting, as appropriate to the circumstances.

Visitors' comments will be limited to three (3) minutes for each agenda item upon which comment is made. Visitors are precluded from speaking on any agenda item more than once during each meeting.

Sincerely,

Your Board of Education

# THE HISTORY OF THE CITY OF BOSTON

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**BOARD OF EDUCATION  
LONG BEACH PUBLIC SCHOOLS  
LONG BEACH MIDDLE SCHOOL AUDITORIUM  
Thursday, April 21, 2016 – 7:30 P.M.**

**AGENDA**

**REGULAR BOARD MEETING**

**7:30 PM**

- I. Pledge of Allegiance/Call to Order/Opening Remarks – Board President
- II. Report of Superintendent of Schools
  - Presentation of Certificates – Dr. K. Graham/Dana Runfola & Justin Sulsky

Odyssey of the Mind

Problem Two

<i>Ira Argiro</i>	<i>Jacob LoCascio</i>
<i>Anthony Caramese</i>	<i>Ryder Moss</i>
<i>Jack Clancy</i>	<i>Sklyer Oberlander</i>
	<i>Shayna Rivera</i>

Problem Three

<i>Jordan Collinson</i>	<i>Laika Khan</i>
<i>Samantha Fales</i>	<i>Ava Liguori</i>
<i>Keira Hult</i>	<i>Ava Rand</i>
	<i>Briella Robinson</i>

Problem Five

<i>Hailey Brandt</i>	<i>Abigail Phillips</i>
<i>Nikkita Kissoon</i>	<i>Angelina Piccolino</i>
<i>Matthew O'Connor</i>	<i>Noah Robinson</i>
	<i>Chloe Silverberg</i>

Omer Award

*Matthew O'Connor*

*Maddy Fischer and Charlotte Kasper – Volunteers*

- Presentation of Staff Certificates – Dr. Natali/Mr. DeVito/Ms. Rea  
Transportation Mentor Program
  - *Cindy Zarate*

*Mentors: Edwin Algarin, Kenny Brooks, Kenrick McPhoy, Ana Quintero*

- *Presentation – STEM Initiatives – Dr. Graham/Dr. Lovrich/Mr. Murray*
- III. Board of Education Comments
  - IV. Questions and Comments from the Public
  - V. Student Organization Announcements
  - VI. Approval of Minutes of Work Session, Executive Sessions and Regular Meeting of March 16, 17, and 31, 2016
  - VII. Presentations of the Superintendent:
    1. Personnel Matters: Certificated
    2. Personnel Matters: Non-Certificated
    3. First Reading of Policy #6410 Staff Use of Computerized Information Resources
    4. First Reading of Policy #5682 Cardiac Automated External Defibrillators (AED) in Public School Facilities
    5. Approval of Lead Evaluators
    6. Award of Bid – Driving Instruction
    7. Award of Cooperative Bid
    8. Approval of Recommendations of CSE/CPSE
    9. Payment of Legal Bills: Legal Services
    10. Acceptance of Donations
    11. Approval of Use of School Applications
  - VIII. Board of Education – Additional New/Old Business if any
  - IX. Questions and Comments from the Public
  - X. Announcements:
    1. Long Beach Classroom Teachers' Association
    2. Administrative, Supervisory and PPS Group
    3. LBSEA -Long Beach Schools Employees' Association – Group C
    4. Parent/Teacher Association
  - XI. Adjournment

**RESOLUTIONS**

**BE IT RESOLVED THAT**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following personnel actions.

**I. CERTIFICATED PERSONNEL**

**(a) Resignations:**

1. Name: Matthew Morand  
Assign./Loc: Coordinator of Special Education/LBHS  
Effective Date: June 30, 2016  
Comment: Returning full time to School Psychology position
2. Name: Kenneth Graham  
Assign./Loc: Assistant Superintendent for Curriculum and Instruction/Districtwide  
Effective Date: June 30, 2016 close of day

**(b) Amended Leave of Absence**

Name: Molly Drake  
Assign./Loc: Part Time Pre K Teacher/Lido School  
Effective Dates: April 1, 2016-April 25, 2016  
Original Dates: February 22, 2016-April 1, 2016  
Reason: Maternity

**(c) Leave of Absence**

1. Name: Jennifer Vasaturo  
Assign./Loc: Part Time Teacher Assistant/LBMS  
Effective Dates: May 6, 2016-June 24, 2016  
Reason: Maternity
2. Name: Raquel Lopez  
Assign./Loc: Part Time Teacher Assistant/LBMS  
Effective Dates: September 1, 2016-June 30, 2017  
Reason: To take another job in the district

**(d) Appointment: Probationary Elementary School Principal**

Name: Patrick McKinney\*\*  
Assign./Loc: Probationary Elementary Principal/West School  
Certification: Initial School Building Leader  
Professional Childhood Education 1-6  
Effective Date: July 1, 2016  
End Date: June 30, 2020  
Tenure Date: July 1, 2020  
Tenure Area: Elementary Principal  
Salary Classification: \$135,000 per annum  
Reason: To replace Sandra Schneider

\*\*This individual must receive three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of his or her probationary appointment to be granted or considered for tenure.

**I. CERTIFICATED PERSONNEL**

**(e) Appointment: Probationary Elementary Teacher**

Name: Alyssa Saracino\*\*  
 Assign./Loc: Elementary Teacher/Lido School  
 Certification: Initial Childhood Education 1-6  
 Initial Students with Disabilities 1-6  
 Effective Date: September 1, 2016  
 End Date: August 31, 2020  
 Tenure Date: September 1, 2020  
 Tenure Area: Elementary  
 Salary Classification: MA/Step 2 (\$69,705\* per annum)  
 Reason: To replace Annmarie Tuzzolino  
 \*Subject to negotiations

\*\*This individual must receive three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of his or her probationary appointment to be granted or considered for tenure.

**(f) Appointment: Part Time English Teacher (.6)**

Name: Walter Kramme  
 Assign./Loc: Part Time English Teacher (.6)/LBMS  
 Certification: Professional English 7-12  
 Effective Dates: September 1, 2016-June 30, 2017 (or earlier at the district's discretion)  
 Salary Classification: 0.6 of MA/Step 4 (\$44,879\*per annum)  
 Reason: To meet a district need  
 \*Subject to negotiations

**(g) Appointment Part Time Temporary Teacher Assistant 17.5 hours per week May 9, 2016 through June 24, 2016 (or earlier at the district's discretion) According to CSE recommendation or 504 plan. Rate according to contract. \*Subject to negotiations**

Name	Location	Certification	Grade II/Step	Hourly Rate*
Catherine Dara	West	Level I TA	II/1	\$17.24

**(h) Amended Appointment: Math Olympiads-for the 2015-2016 School Year-rate of pay \$56.07\*-\*corrected rate of pay/subject to negotiations**

	Name	School	Maximum hours
1.	Elaine Braithwaite	East School	20
2.	Chrysti Bushing	Lindell School	10
3.	Stephanie Esposito	Lindell School	10
4.	Marlene Dougherty	Lido School	20
5.	Julie Feldman	West School	20

**I. CERTIFICATED PERSONNEL**

**(i) Amended Appointment: Interscholastic Spring Coaches/2014-2015-\*Amended stipend/Subject to negotiations**

1. V Girls Spring Track Assistant	William Gibson	\$5784
2. V Track Assistant B&G	Tony Stricklin	\$5784
3. V Boys Spring Track Assistant	Daniel Quinn	\$5784

**(j) Appointment: Long Beach Academy-Rate of Pay \$74.50 per hour for the 2015-2016 school year, not to exceed 20 hours**

Christopher Brown-Physical Education

**(k) Appointment: IB Middle Years Program Coordinator for the 2016-2017 School Year-rate of pay-\$5,000 stipend**

Melanie Scott

**(l) Appointment: Coordinator for International Baccalaureate Diploma Program effective 2016-2017 school year-Stipend: \$5,500**

Jennifer Quinn

**(m) Appointment: Creativity, Action, Service Coordinator and Extended Essay Coordinator for International Baccalaureate Diploma Program effective 2016-2017 school year-Stipends: \$2,500**

1. Christine Graham
2. Toni Weiss

**(n) Appointment: Deans - 2016-2017 School Year-Stipend: \$4,005\* per annum-\*Subject to negotiations**

	<b>Name</b>	<b>Assignment</b>	<b>Location</b>
1.	Jason Zizza	Part Time Dean (.6)	LBMS
2.	Lynn Dean	Part Time Dean (.4)	LBMS
3.	Christopher Brown	Full Time Dean	LBHS
4.	Philip Bruno	Full Time Dean	LBHS

**I. CERTIFICATED PERSONNEL**

- (o) Appointment: Team Leaders for the Middle School – 2016-2017 School Year-Stipend: \$1,885\* per annum (per team)- \*subject to negotiations**

<b>Name</b>	<b>Team</b>
1. Lorraine Pross	6-1
2. Gwen Panoff/Elizabeth Chimienti	6-2
3. Robert Gallopini/Debra Rabiner	6-3
4. Lauren Behan/Joseph Hoffman	7-1
5. Megan Kalner/Jennifer McWilliams	7-2
6. Kerri Rehnback/Walter Kramme	7-3
7. Michael Glasstein	8-1
8. Nancy Connor/Diana Mazzitelli	8-2
9. Gregory Cody/Nancy Josephs	8-3

- (p) Appointment: Team Leaders for 9<sup>th</sup> Grade High School – 2016-2017 School Year-Stipend: \$1,885\* per annum (per team)-\*subject to negotiations**

<b>Name</b>
1. Jay Spitz
2. Stephanie Bragino
3. Steven Bialick

- (q) The following Per Diem Substitute Teacher is recommended for approval for the 2015-2016 school year**

<b>NAME</b>	<b>CERTIFICATION AREA</b>
Charles O'Dowd	Initial Social Studies 7-12



**2. NON CERTIFICATED PERSONNEL**

**(a) Appointment: Part Time School Bus Drivers (30 hours)**

Name: Cindy Zarate  
Assign./Loc.: Part Time Bus Driver-30 hours/Transportation  
Effective Date: April 15, 2016  
Probationary End Date: April 15, 2020  
Salary Classification: \$25,005\* per annum  
Grade/Step: Grade II/Step 1  
Reason: To replace Carman Grullon  
\*Subject to negotiations

Name: William Mora  
Assign./Loc.: Part Time Bus Driver-30 hours/Transportation  
Effective Date: September 1, 2016  
Probationary End Date: September 1, 2020  
Salary Classification: \$25,005\* per annum  
Grade/Step: Grade II/Step 1  
Reason: To replace Valerie Hutchinson Parker  
\*Subject to negotiations

**(b) Recommended Action: Approval of the schedule of 2015-2016 Continuing Education Instructional and Registration Personnel as follows (subject to sufficient enrollment and satisfactory performance):**

Instructor	Course	Hours	Rate Per Hour	Maximum
Cruz, Matthew	Computer Classes	21	40.00	\$840.00

**3. FIRST READING OF POLICY #6410 STAFF USE OF COMPUTERIZED INFORMATION RESOURCES**

**4. FIRST READING OF POLICY #5682 CARDIAC AUTOMATED EXTERNAL DEFIBRILLATORS (AED) IN PUBLIC SCHOOL FACILITIES**

**5. APPROVAL OF CERTIFICATION OF LEAD EVALUATORS**

**WHEREAS**, §30-2.9 of the Rules of the Board of Regents requires certification of lead evaluators for purposes of conducting evaluations of teachers and principals in accordance with the requirements under §3012-c of the Education Law, respecting Annual Professional Performance Reviews;

**WHEREAS**, the individuals named below have successfully completed training that meets the requirements prescribed in §30-2.9(b) of the Rules of the Board of Regents;

**NOW, THEREFORE, BE IT RESOLVED**, that the Long Beach City School District certifies the following individuals as lead evaluators for the 2015-2016 school year:

Dr. Benjamin Baglio

Ms. Theresa Scudiero

**6. AWARD OF BID – DRIVER INSTRUCTION**

**WHEREAS**, the Long Beach City School District [the "District"] placed legal notice advertising a bid for driver instruction [bid #101] in the official district paper on March 24, 2016, and mailed bid documents to 6 vendors; and

**WHEREAS**, the district, in accordance with Article 5-A of the General Municipal Law, invited sealed bids for driver instruction, which bids were opened publicly on April 12, 2016; and

**WHEREAS**, Bell Auto School was the low responsible bidder on driver instruction bid #101;

**THEREFORE, BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby determines that Bell Auto School was the lowest responsible bidder on driver instruction bid #101 and approves the award of driver instruction bid #101 to Bell Auto School.

**7. AWARD OF COOPERATIVE BID #16-23 GENERAL PUMP MOTOR REPAIRS & MAINTENANCE**

**WHEREAS**, the district placed legal notice advertising a bid for General Pump Motor Repairs & Maintenance [bid #16-23] in the official district papers and Newsday on March 24, 2016 and mailed documents to five (5) vendors; and

**WHEREAS**, The district, in accordance with Article 5-A of the General Municipal Law, invited bids for General Pump Motor Repairs and Maintenance [bid #16-23], which bids were opened publically on April 13, 2016; and

**WHEREAS**, IVS Incorporated was the lowest priced responsible bidder [see attached] on the General Pump Motor Repairs and Maintenance [bid #16-23]; and

**THEREFORE, BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, the Board of Education hereby determines the IVS Incorporated was the lowest priced responsible bidder on the General Pump Motors Repair and Maintenance [bid#16-23] and approves the award of the General Pump Motor Repairs & Maintenance [bid#16-23] to IVS Incorporated.

**8. ACCEPTANCE OF RECOMMENDATIONS OF COMMITTEE ON SPECIAL EDUCATION AND PRE-SCHOOL EDUCATION**

**9. PAYMENT OF LEGAL BILLS: LEGAL SERVICES**

**A) THOMAS M. VOLZ, PLLC**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes expenditures in the amount of \$3,000.00 to the Law Offices of Thomas M. Volz, PLLC for the monthly retainer and extraordinary legal services rendered during the period of February 1 through February 31, 2016.

**B) HARRIS BEACH PLLC**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes expenditures in the amount of \$10,762.44 to the firm of Harris Beach PLLC for the monthly retainer and extraordinary legal services rendered during the period of January 1 through January 31, 2016.

**10. ACCEPTANCE OF DONATIONS**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts a donation with a value of \$1,836.55 from Friends of Arts for senior awards, mosaic workshop supplies, refreshments and paper goods for IB Art, a holiday meeting, a trip to Earth Arts, and an art project; and a donation of an American Optical Spencer microscope with four objective lenses valued at \$400 from Dan and Joan Kowalsky.

**11. APPROVAL OF USE OF SCHOOLS APPLICATIONS**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the use of schools, as attached, not to conflict with District events. However, please note that events may have to be modified and/or rescheduled based on building construction schedules.

**APPLICATIONS FOR USE OF SCHOOL FACILITIES**

<b><u>Organization</u></b>	<b><u>Purpose</u></b>	<b><u>Facility Requested</u></b>	<b><u>Date Requested</u></b>
Long Beach Civil Service	Civil Service Exam	LBHS – 4 classrooms	Saturday, April 23, 2016 8:00 AM – 4:00 PM
Long Beach Civil Service	Civil Service Exam	LBHS – 2 classrooms	Saturday, May 14, 2016 8:00 AM – 4:00 PM
Long Beach Civil Service	Civil Service Exam	LBHS – 3 classrooms	Saturday, June 4, 2016 7:00 AM – 3:00 PM
Avnet Country Day School	Baseball Games	Lindell Athletic Field 1	June 29 – August 19, 2016 Mon, Wed, Friday 10:30 AM – 12:30 PM
US Merchant Marine Academy	Soccer Practice & Soccer Clinic	LBMS- Veterans' Field	Sat., August 20, 2016 10:00 AM – 4:00 PM

## Human Resources

**SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES****I. DISTRICT COMPUTER SYSTEM**

The Board of Education will provide staff with access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks, wireless networks/access and electronic communication systems. This may include access to electronic mail, and the Internet. It may also include the opportunity for staff to have independent access to the DCS from their home or other remote locations, and/or to access the DCS from district-owned or their personal devices. All use of the DCS and the wireless network, including independent use off school premises and use on personal devices, shall be subject to this policy and accompanying regulations. Every employee/authorized user has a responsibility to maintain the District's image and reputation, to be knowledgeable about the inherent risks associated with social media and email usage and to avoid placing the School District at risk.

The Board encourages staff to make use of the DCS to explore educational topics, conduct research and contact others in the educational world. The Board anticipates that staff access to various computerized information resources will both expedite and enhance the performance of tasks associated with their positions and assignments. Toward that end, the District should provide staff with notification in the proper and effective use of DCS.

All employees/authorized users will be required to access a copy of the District's policies on staff and student use of computerized information resources and the regulations established in connection with those policies. Each user will acknowledge this employee/designated user agreement before establishing an account or continuing in his/her use of email.

Generally, the same standards of acceptable staff conduct which apply to any aspect of job performance shall apply to use of the DCS. Employees are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff.

Access to confidential data may be required of District employees in the performance of their duties. Safeguarding this data is a District obligation that the Board of Education takes very seriously. Employees have a responsibility to maintain confidentiality when utilizing electronic mail and/or when accessing the DCS on or off school grounds. District employment does not automatically guarantee the initial or ongoing access the DCS and the information it may contain.

This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. The Superintendent will further define general guidelines of appropriate staff conduct and use as well as proscribed behavior. The staff will be notified.

District staff shall also adhere to the laws, policies and rules governing information technology and intellectual property rights including, but not limited, to copyright laws, rights of software publishers, license agreements, and rights of privacy protected federal and state laws.

## Human Resources

Staff members who engage in unacceptable use may lose access to DCS and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys property of the District

### II. SOCIAL MEDIA USE BY EMPLOYEES

The School District recognizes the value of teacher and professional staff inquiry, innovation, investigation and communication using new technology tools to enhance student learning experiences. The School District also realizes its obligations to teach and ensure responsible and safe use of these new technologies. Social media, including social networking sites, have great potential to connect people around the globe and enhance communication. Every employee/authorized user has a responsibility to maintain the District's image and reputation, to be knowledgeable about the inherent risks associated with email and social media site usage and to avoid placing the School District at risk.

For purposes of this Policy, the definition of public social media networks or Social Networking Sites (SNS) are defined to include: websites, applications, Web logs (blogs), wikis, social networks, online forums, virtual worlds, video sites and any other social media generally available to the School District Community which do not fall within the District's electronic technology network. The definition of District approved password-protected social media tools are those that fall within the District's electronic technology network or which the District has approved for educational use. Within these internal forums, the District has greater authority and ability to protect minors from inappropriate content and can limit public access.

The use of social media (whether public or internal) can generally be defined as Official District Use, Professional/Instructional Use and Personal Use. The definitions, uses and responsibilities will be further defined and differentiated in the Administrative Regulation. Employees have the right to decide whether or not to participate in the use of social media or SNS for personal use on personal time. Employees should maintain the highest level of professionalism, when communicating on social media or SNS, whether using District devices or their own personal devices, as the District views employees as role models both at school and away from school. Communications which disrupt co-worker relations, erodes a close working relationship premised on professionalism and confidentiality, and/or interferes with the performance of an employee's duties may be deemed inappropriate. Employees have a responsibility to address inappropriate behavior or activity on these networks, including requirements for mandated reporting and compliance with all applicable District Policies and Regulations.

## Human Resources

**III. USE OF EMAIL IN THE SCHOOL DISTRICT**

Electronic mail or email is a valuable business communication tool, and users shall use this tool in a responsible, effective and lawful manner. Every employee/authorized user has a responsibility to maintain the District's image and reputation, to be knowledgeable about the inherent risks associated with email usage and to avoid placing the School District at risk. Although email seems to be less formal than other written communication, the same laws and business records requirements apply. School District employees/authorized users shall use the District's designated email system, for all business emails, including emails in which student or student issues are involved. All email accounts in the district's system are the property of the school district.

**A) Employee Acknowledgement**

All employees and authorized users shall acknowledge annually and follow the District's policies and regulations on acceptable use of computerized information resources:

**B) Classified and Confidential**

District employees and authorized users shall not:

- (a) Provide lists or information to external users about District employees or students to others and/or classified information without approval. Questions regarding usage should be directed to a Principal/Supervisor.
- (b) Forward emails to external users with confidential, sensitive, or secure information without approval or Administrator/Supervisor authorization. Additional precautions should be taken when sending documents of a confidential nature.
- (c) Use file names that may disclose confidential information.
- (d) Send or forward email with comments or statements about the District that may negatively impact it.

**C) Personal Use**

Employees and authorized users may use the District's email system for limited personal use. However, there is no expectation of privacy in email use. The District has the right to review all employees' email. If employees decide to use the District's email system for personal use, the employee will be held accountable for the content of all incoming and outgoing personal messages. The District has the right to monitor all school district owned email accounts. If the use of an account by an employee is found to be in violation of Federal or State law or regulation, and/or school district policy, and contractual and/or assigned responsibilities, the employee may be subject to prosecution and/or disciplinary action. Employees should maintain the highest level of professionalism, when communicating via email, as the District views employees as role models both at school and away from school. Communications which disrupt and/or interferes with the performance of any employee's duties may be deemed inappropriate.

## Human Resources

**D) Email Accounts**

All email accounts on the District's system are the property of the School District.

**E) Receiving Unacceptable Emails**

Employees and authorized users who receive offensive, unpleasant, harassing, or intimidating messages via email or instant messaging shall inform their Principal/Supervisor immediately.

**F) Records Management and Retention**

Retention of email messages are covered by the same retention schedules as records in other formats, but are for a similar program function or activity. Email shall be maintained in accordance with the NYS Records Retention and Disposition Schedule ED-1 and as outlined in the Records Management Policy. Email records may consequently be deleted, purged or destroyed after they have been retained for the requisite time period established in the ED-1 schedule.

**G) Archival of Email**

All email sent and received to an employee's email account should be archived by the District for a period of no less than six (6) years. This time period was determined based on the possibility of emails that are the official copy of a record according to school schedule ED-1. Depending on the District's archival system, employees may have access to view their personal archive, including deleted email.

**H) Employee Notice**

Employees will be informed of the District Policy at the time of hire. Employees/authorized users should receive regular notification on the following topics:

- (a) The appropriate use of email with students, parents and other staff to avoid issues of harassment and/or charges of fraternization, including email response expectations
- (b) Confidentiality of emails
- (c) Permanence of email: email is never truly deleted, as the data can reside in many different places and in many different forms
- (d) No expectation of privacy: email use on District property is NOT to be construed as private



## Human Resources

**I) Sanctions**

District staff should report inappropriate use of email by an employee/authorized user to the employee/authorized user's Principal/Supervisor who will take appropriate disciplinary action. Violations may result in loss of email use, access to technology network and/or disciplinary action. When applicable, law enforcement agencies may be involved.

**J) Notification**

All employees/authorized users will be required to access a copy of the District's policies on staff and student use of computerized information resources and the regulations established in connection with those policies. Each user will acknowledge this employee/designated user agreement before establishing an account or continuing in his/her use of email.

**K) Confidentiality Notice**

A standard Confidentiality Notice will automatically be added to each email as determined by the District.

**L) Confidentiality, Privacy Information and Privacy Rights**

Confidential and/or private data, including but not limited to, protected student records, employee personal identifying information, and District assessment data, shall only be loaded stored or transferred to District-owned devices which have encryption and/or password protection. This restriction, designed to ensure data security, encompasses all computers and devices within the DCS, any mobile devices, including flash or key drives, and any devices that access the DCS from remote locations. Staff will not use email to transmit confidential files in order to work at home or another location or cloud based storage services (such as Dropbox, Google drive, SkyDrive, etc.) for confidential files.

Staff will not leave any device unattended with confidential information visible. All devices are required to be locked down while the staff members steps away from the device, and settings enabled to freeze and lock after a set period of inactivity.

Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The Superintendent and/or his designee may access all such files and communications without prior notice to ensure system integrity and that users are complying with requirements of this policy and accompanying regulations. Staff should **NOT** expect that information stored on the DCS will be private.

First Reading: April 21, 2016

Non-Instructional/Business  
Operations

**SUBJECT: CARDIAC AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs) IN PUBLIC SCHOOL FACILITIES**

The School District shall provide and maintain on-site in each *instructional school facility* functional cardiac automated external defibrillator (AED) equipment as defined in Public Health Law Section 3000-b for use during emergencies. Each such facility shall have sufficient automated external defibrillator equipment available to ensure ready and appropriate access for use during emergencies in quantities and types as deemed by the Commissioner of Education, in consultation with the Commissioner of Health. Determination of the quantity and placement of AEDs must be made with consideration of at least the factors enumerated in Commissioner's Regulations. *An instructional school facility means a building or other facility maintained by the School District where instruction is provided to students pursuant to its curriculum.*

Whenever an *instructional School District facility* is used for a school-sponsored or school-approved curricular or extracurricular event or activity and whenever a *school-sponsored athletic contest* is held at any location, the public school officials and administrators responsible for such school facility or athletic contest shall ensure that AED equipment is provided on-site and that there is present during such event, activity or contest at least one staff person who is trained in accordance with Public Health Law in the operation and use of an AED. *School-sponsored or school-approved curricular or extracurricular events or activities means events or activities of the School District that are, respectively, associated with its instructional curriculum or otherwise offered to its students. A school-sponsored athletic contest means an extraclass intramural athletic activity of instruction, practice and competition for students in grades 4 through 12 consistent with Commissioner's Regulations Section 135.4.*

Where a *school-sponsored competitive athletic event* is held at a site other than a School District facility, School District officials shall assure that AED equipment is provided on-site by the sponsoring or host district and that at least one staff person who is trained, in accordance with Public Health Law, in the operation and use of the AED is present during such athletic event. *A school-sponsored competitive athletic event means an extraclass interscholastic athletic activity of instruction, practice and competition for students in grades 7 through 12 consistent with Commissioner's Regulations Section 135.4.*

School District facilities and District staff responsible for carrying out the duties enumerated in Education Law Section 917 are deemed a "public access defibrillation provider" as defined pursuant to Public Health Law Section 3000-b and subject to the Public Health Law requirements and limitations.

Therefore, it is the policy of our School District to provide proper training requirements for District AED users, to ensure the immediate calling of 911 and/or the community equivalent ambulance dispatch entity whenever the AED is used, to ensure ready identification of the location of the AED units as enumerated in the District's Public Access Defibrillation Collaborative Agreement.

(Continued)

Non-Instructional/Business  
Operations

**SUBJECT: CARDIAC AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs) IN PUBLIC SCHOOL FACILITIES (Cont'd.)**

The District will provide for regular maintenance and checkout procedures of the AED unit(s) which meet or exceed manufacturer's recommendations. Appropriate documentation will be maintained in accordance with law and/or regulation. Further, the District will participate in the required Quality Improvement Program as determined by the Regional Emergency Medical Services Council.

Pursuant to Public Health Law Sections 3000-a and 3000-b, the School District (as a public access defibrillation provider), or any employee or other agent of the School District who, in accordance with the provisions of law, voluntarily and without expectation of monetary compensation renders emergency medical or first aid treatment using an AED to a person who is unconscious, ill or injured, shall not be liable for damages for injury or death unless caused by gross negligence.

Education Law Section 917  
Public Health Law Sections 3000-a and 3000-b  
8 New York Code of Rules and Regulations  
1(NYCRR) Section 136.4

First Reading: April 21, 2016

