

LONG BEACH PUBLIC SCHOOLS
Long Beach, NY

May 26, 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

**BOARD OF EDUCATION
LONG BEACH PUBLIC SCHOOLS
LONG BEACH HIGH SCHOOL AUDITORIUM
May 26, 2016 – 7:30 P.M.**

AGENDA

REGULAR BOARD MEETING

7:15 PM

- I. Pledge of Allegiance/Call to Order/Opening Remarks – Board President
- II. Audit Committee Report
- III. Report of Superintendent of Schools/Presentation of the Superintendent
 - *Presentation of Certificates- PTA*
 - Reflections
 - Isabella DeFrancesco – Award of Merit from State - Photography
 - Ryden Nafte – Award of Merit from State- Visual Arts
 - Alana Roscoe – Award of Merit from State – Special Artist
 - Skyler Oberlander – Nassau Region Finalist – Photography
 - Town of Hempstead Annual Poster Recycling Contest
 - Mia Melli-Jones
 - Isabella Silverti
 - *Presentation – Elementary Education Update – Sean Murray*
- IV. Board of Education Comments
- V. Questions and Comments from the Public
- VI. Student Organization Announcements
- VII. Presentations of the Superintendent:
 1. Personnel Matters: Certificated
 2. Personnel Matters: Non-Certificated
 3. First Reading of Policy #3430 Traffic and Parking on School Property
 4. Adoption of Policy #6410 Staff Use of Computerized Information Resources
 5. Approval of Designation for Petty Cash
 6. Acceptance of Recommendations of the Committee on Special Education and Pre-School Special Education
 7. Acceptance of Donation
 8. Payment of Legal Bills: Legal Services
 9. 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.

1. CERTIFICATED PERSONNEL

(a) Resignations

Name: Jessica Wilson
Assign./Loc: Part Time Teacher Assistant/LBHS
Effective Date: May 13, 2016 close of day

(b) Leave of Absence

Name: Heather Fisher
Assign./Loc: Remedial Reading Teacher/West School
Effective Date: September 6, 2016-November 29, 2016
Reason: Maternity

(c) Amended Leaves of Absence

1. Name: Jessica Chmurzynski
Assign./Loc: Special Education Teacher/LBMS
Effective Date: May 24, 2016-June 30, 2016
Original Dates: May 27, 2016-June 30, 2016
Reason: Maternity
2. Name: Ilyssa Berman
Assign./Loc: Family and Consumer Teacher/LBMS
Effective Dates: May 23, 2016-June 30, 2016
Original Dates: June 4, 2016-June 30, 2016
Reason: Maternity

1. CERTIFICATED PERSONNEL

(d) Appointment: Probationary Elementary Teachers

1. Name: Danielle Adams**
Assign./Loc: Probationary Elementary Teacher/Lindell School
Certification: Professional Childhood Education 1-6
Initial Students with Disabilities B-2
Initial Students with Disabilities 1-6

Effective Date: September 1, 2016
End Date: August 31, 2019
Tenure Date: September 1, 2019
Tenure Area: Elementary
Salary Classification: MA/Step 3 (\$72,248* per annum)
Reason: To replace Elaine Braithwaite
Comment: Credit for time served

*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.

2. Name: Julie DeBruin**
Assign./Loc: Probationary Elementary Teacher/West School
Certification: Permanent Pre K-6
Effective Date: September 1, 2016
End Date: August 31, 2020
Tenure Date: September 1, 2020
Tenure Area: Elementary
Salary Classification: MA+20/Step 2 (\$72,315* per annum)
Reason: To replace Kelly Hegeman

*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.

1. CERTIFICATED PERSONNEL

(e) Appointment: Probationary Library Media Specialist

Name: Ellen Maleszewski**
Assign./Loc: Probationary Library Media Specialist/
Certification: Initial Library Media Specialist
Effective Date: September 1, 2016
End Date: August 31, 2020
Tenure Date: September 1, 2020
Tenure Area: School Media Specialist (Library)
Salary Classification: MA/Step 2 (\$69,705* per annum)
Reason: To replace Barbara Hirsch

*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: Regular Substitute Special Education Teacher

Name: Julie Braddish
Assign./Loc: Regular Substitute Special Education Teacher/East School
Certification: Permanent Special Education
Effective Dates: September 1, 2016-January 31, 2017 (or earlier at the district's discretion)
Tenure Area: Education of Children with Handicapping Conditions
General Special Education
Salary Classification: MA/Step 2 (\$69,705* per annum)
Reason: Replacement for Jacqueline Kupferman

*Subject to negotiations

(g) Appointment: Part Time Physical Education Teacher (.6)

Name: Rachel Ray
Assign./Loc: Part Time Physical Education Teacher (.6)/Lido School
Certification: Initial Physical Education
Effective Dates: September 1, 2016-June 30, 2017 (or earlier at the district's discretion)
Salary Classification: .6 of MA/Step 5 (\$47,131* per annum)
Reason: Annual reappointment

*Subject to negotiations

(h) Amended Appointment: Team Leaders for 9th Grade High School – 2015-2016 School Year-Stipend: \$1,885* per annum (per team)-*subject to negotiations

Name	Team
1. Rosemary Amorini/Steven Bialick <i>originally R. Amorini was appointed as only leader</i>	A
2. Jay Spitz	B
3. Stephanie Bragino <i>originally S. Bragino was appointed as a co leader</i>	C

1. CERTIFICATED PERSONNEL

- (i) **Amended Appointment: Interscholastic Spring Coaches/2015-2016-*Amended stipend/Subject to negotiations**

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

- (j) **Appointment Part Time Temporary Teacher Assistants 17.5 hours per week May 27, 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*
1. Nicole Rosenberg	Lido	Level I TA	II/Step 1	\$17.24
2. Lacey Glassberg	LBHS	Level I TA	II/Step 1	\$17.24

- (k) **Appointment: Special Olympics Program-2015-2016 School Year-Rate according to contract-*subject to negotiations-as needed**

1. Marvin Manzano-substitute teacher assistant
2. Megan Salerno-substitute teacher assistant

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

NAME	CERTIFICATION AREA
Roxanna Czerwec	Initial Earth Science 7-12 (in process)

- (m) **Approval of Applications for Participation in Study Programs-Summer 2016-The following staff members have applied for funding for coursework as indicated under the appropriate provision of their contract. Recommend approval of the tuition/fees.**

Name	Allocation	Name	Allocation
1. Stephanie Bragino	\$1750	7. Rebecca Wesselhoff	\$ 830
2. Nilka McDonnell	\$1750	8. Tamara Sommers	\$1750
3. Nicole Scorcia	\$ 360	9. Katie Duguay	\$ 830
4. Coleen Vella	\$1124	10. Julie Feldman	\$1640
5. Kathleen Coners	\$ 865	11. Christine Arvotti	\$ 830
6. Noelle Policastro	\$ 990	12. Danielle Adams	\$ 616

- (n) **Be it Resolved** that the Board of Education of the Long Beach City School District hereby accepts the Interim Principal Agreement between the Long Beach Administrative, Supervisory and Pupil Personnel Group, Dr. Francine Newman and the Long Beach City School District and authorizes the Board President to sign the Agreement.

- (o) **WHEREAS**, the Board of Education would like to review the personnel file of an employee;

BE IT RESOLVED, that the Board of Education directs the Superintendent of Schools to provide them with the personnel file for review at the next Executive Session.

2. NON CERTIFICATED PERSONNEL

(a) Appointment: Probationary Secretary I (12 months)

Name: Melissa Frank
Assign./Loc.: Probationary Secretary I (12 months)/Transportation
Effective Date: July 1, 2016
Probation End Date: July 1, 2017
Salary Classification: \$34,131* per annum
Grade/Step: Grade IV/Step 1
Reason: To replace Margaret Trela who replaced Debra Charles
*Subject to negotiations

(b) Appointment: Provisional Senior Data Specialist (12 months)

Name: Deanna Lavelle
Assign./Loc.: Provisional Senior Data Specialist/Lindell School-PPS
Effective Date: July 1, 2016
Salary Classification: \$46,231* per annum
Grade/Step: Grade III/Step 10
Reason: To replace Mary Ellen Condon
*Subject to negotiations

(c) Recommend that the Board of Education of the Long Beach Public Schools hereby authorizes the Superintendent of Schools to amend the terms and conditions of employment for the following staff members.

Name

1. Maria Arroyave
2. Jennifer Buonocore
3. Renee Ciesleski
4. Laura Ragona

(d) The following personnel are recommended to be employed in the New York State Education Department's funded Adult Education Programs and GED Program dependent upon funding, funding requirements and satisfactory performance for 2015-2016.

Support Staff	
Substitute	Rate
Filfon, Selma	21.91p/h

3. FIRST READING OF POLICY #3430 TRAFFIC AND PARKING ON SCHOOL PROPERTY

4. ADOPTION OF POLICY #6410 COMPUTERIZED USE OF INFORMATION RESOURCES

5. APPROVAL OF DESIGNATION FOR PETTY CASH

BE IT RESOLVED, that on the recommendation of the Superintendent of Schools, the Board of Education designates Mr. Christopher Malone as a petty cash appointee for the 2015-2016 school year.

6. ACCEPTANCE OF RECOMMENDATIONS OF THE COMMITTEE ON SPECIAL EDUCATION AND COMMITTEE ON PRE-SCHOOL SPECIAL EDUCATION

7. ACCEPTANCE OF DONATION

BE IT RESOLVED, that on the recommendation of the Superintendent of Schools, the Board of Education accepts the donation of an Adirondack chair from the wood tech class of Long Beach High School.

8. 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 \$4,308.30 to the Law Offices of Thomas M. Volz, PLLC for the monthly retainer and extraordinary legal services rendered during the period of April 1 through April 30, 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 \$7,566.76 to the firm of Harris Beach PLLC for the monthly retainer and extraordinary legal services rendered during the period of March 1 through March 31, 2016.

C) INGERMAN SMITH, LLP

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes expenditures in the amount of \$30,632.87 for legal services rendered during the period of April 1 through April 30, 2016.

D) FRAZER & FELDMAN, LLP

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes expenditures in the amount of \$1,247.32 for legal services rendered during the period of March 1 through March 31, 2016.

9. 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

<u>Organization</u>	<u>Purpose</u>	<u>Facility Requested</u>	<u>Date Requested</u>
Long Beach Lacrosse Club	Summer Lacrosse League	LBHS Athletic Field 5	June 21 – July 27, 2016 Tuesdays & Wednesdays 6:00 PM – 9:00 PM
Long Beach Lacrosse Club	Bulldog Lacrosse Camp	LBHS Pool	July 11 – July 15, 2016 Monday – Friday 8:00 AM – 3:30 PM
Long Beach Lacrosse Club	Youth Lacrosse	LBHS Athletic Field 5, Lindell Athletic Field 2 LBMS Veterans Field	June 1 – June 30, 2016 Tues/Wed/Thur 6:00 -9:00 PM July 1 – August 12, 2016 Monday – Friday 6:00 PM – 9:00 PM
LB CYO Basketball	Practice	Lindell Gym	Sept. 27, 2016 through February 17, 2017 Wednesdays 6:00 – 9:30 PM
LB Bulldogs	Games/Practice	Lindell Athletic Field 2 LBHS Athletic Field 5 & 6, Alumni Field	August 1-Nov. 18, 2016 Tuesday – Friday 6:00 PM – 9:00 PM
LB Bulldogs	Games/Practice	LBHS Athletic Field 4 & 5 Alumni Field	August 6-Nov. 19, 2016 Saturdays 9:00AM – 1:00 PM
Long Beach FC, Inc.	Travel Soccer Club	LBHS Alumni Field	Aug. 14 – Dec. 18, 2016 Sundays 8:00 AM – 8:00 PM
LB CYO Basketball	Practice	East Gym	Sept. 12, 2016 through Feb. 17, 2017 Tuesdays 6:00 PM – 9:30 PM
Congregation Bachurei	Basketball	East Gym	Sept 2016 – June 2017 Monday & Thursday 7:00 PM – 9:30 PM
Long Beach FB, Inc.	Travel Soccer Club	LBMS Athletic Fields 9 & 10, Veterans Field (when available)	Aug. 8 – Dec. 18, 2016 Monday – Friday 6:00 PM – 9:30 PM
Long Beach FB, Inc.	Travel Soccer Club	LBMS Athletic Fields 11 & 12	July 1 – Dec. 18, 2016 Monday – Friday 5:30 PM – 9:00 PM
Long Beach FB, Inc.	Travel Soccer Club	LBMS Athletic Fields 11 & 12	July 1 – Dec. 18, 2016 Saturday & Sundays 8:00 AM – 8:30 PM

Board of Education
Long Beach Public Schools

May 26, 2016

<u>Organization</u>	<u>Purpose</u>	<u>Facility Requested</u>	<u>Date Requested</u>
LB Bulldogs	Games/Practice	LBMS Veterans Field	August 28-Nov. 20, 2016 Sundays 9:00AM – 5:00 PM
LB CYO Basketball	Practice	West Gym	Sept. 12, 2016 through Feb. 17, 2017 Monday - Friday 6:00 PM – 9:30 PM

Long Beach Recreation	Volleyball/Basketball	Lindell Gym	Sept 2016 – June 2017 Mon, Tues, Thurs, Fri 7:00 PM – 9:30 PM
Long Beach Recreation	Family Fun Zone	West School Yard	Sat., October 1, 2016 9:00 AM – 4:00 PM
Long Beach Recreation	Basketball	West Gym	Feb 28 – May 1, 2017 Wednesdays 6:00 PM – 9:30 PM
Long Beach Recreation	Wrestling	Lido Multi-Purpose Room	Dec.1,2016 – April 1, 2017 Mondays & Wednesdays 6:00 PM – 10:00 PM
Long Beach Recreation	Basketball	East Gym	Jan 2017– May 1, 2017 Tues, Wed., Fri 6:00 PM – 9:30 PM
Long Beach Recreation	Basketball	LBMS Gym	Jan 1 – May 1, 2017 Saturdays 12:00 noon – 4:00 PM

Community Relations

SUBJECT: TRAFFIC AND PARKING ON SCHOOL PROPERTY

The Superintendent of Schools is instructed to develop regulations concerning traffic and parking controls on roads, driveways and parking lots accessory to each school and playground in the district. Such regulations shall take into account the need to ensure the safety of all students, school personnel and anyone else on school property or on roads, driveways and parking lots adjacent to such school property.

Traffic signs shall be posted to aid in implementing these rules and regulations.

The Board authorizes the Superintendent, his/her designee, or the local Police Department, to remove and store any vehicle or trailer:

1. Parked in a parking area, driveway, or road during snowstorms, flood, fires or other public emergencies;
2. Found unattended in a fire lane;
3. Found unattended in a parking area, driveway or road where it constitutes an obstruction to traffic;
4. Found abandoned in a parking area, driveway or road; or
5. Parking in a no-parking zone or a handicapped spot with no sticker.

There shall be no parking on school property during the summer recess period unless in connection with a school sanctioned activity or otherwise authorized by the Superintendent of Schools. "No Parking Signs" shall be posted in all school parking lots warning that unauthorized vehicles will be towed at the owner's expense.

The Board authorizes the local Police Department to issue tickets for violation of district traffic rules as appropriate under Vehicle and Traffic Law.

The owner of any vehicle ticketed or removed from district property shall be responsible for payment of all charges levied by the local Police Department or private towing companies.

Ref: Vehicle and Traffic Law §§1670; 1800
Opinion of the State Comptroller, 79-26 (1979)
Opinion of the Attorney General, 85-63 (1985)
Matter of Brady, 10 EDR 206 (1971)

First Reading: May 26, 2016

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 or the Superintendent of Schools 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

Second Reading: May 5, 2016

Adoption: May 26, 2016