

LONG BEACH PUBLIC SCHOOLS
Long Beach, NY

February 8, 2018

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
LIDO ELEMENTARY SCHOOL MULTI-PURPOSE ROOM
FEBRUARY 8, 2018 – 7:30 P.M.**

AGENDA

PUBLIC HEARING ON CODE OF CONDUCT

7:30 PM

- I. Pledge of Allegiance/Call to Order/Opening Remarks – Board President

REGULAR MEETING

- II. Report of Interim Superintendent of Schools
- Student Showcase
NIKE/Lido School Inclusion Initiative
 - Budget Presentation – General Education Instruction and 1:1 Chromebook Initiative
- III. Board of Education Comments
- IV. Student Organization Announcements
- V. Questions and Comments from the Public on Tonight's Agenda Only
- VI. Treasurer's Report and Extracurricular Activity Fund Report for December 2017
- VII. Approval of Minutes for Executive Sessions, Regular Meeting and Work Session of January 11, January 23, January 25 and February 1, 2018
- VIII. Presentations of the Interim Superintendent:
1. Personnel Matters: Certificated
 2. Personnel Matters: Non-Certificated
 3. First Reading of Revised Code of Conduct
 4. First Reading of Policy #7512 – Accidents and Medical Emergencies
 5. First Reading of Policy #7500 - Person in Parental Relation
 6. First Reading of Revised Policy #7513 – Administration of Medicine
 7. First Reading of Revised Policy #5660 -Meal Charge Policy
 8. Waiver/Adoption-Revised Policy #3280 – Public Use of School Facilities
 9. Adoption of 2018-19 School Calendar
 10. Approval of Lead Evaluators
 11. Designation of Personal Registration Day
 12. Approval of Disposal of Obsolete Equipment
 13. Approval of Budget Transfer
 14. Acceptance of Recommendations of CPSE/CSE
 15. Payment of Legal Bills: Legal Services
 16. Approval of Use of Schools Applications
- IX. Board of Education – Additional New/Old Business if any
- X. Questions and Comments from the Public

XI. 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

XII. 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 for the Purpose of Retirement

1. Name: Elizabeth Boulanger
Assign./Loc: Special Education Teacher/Lindell School
Effective Date: June 30, 2018 close of day
2. Name: Jill Cherlin
Assign./Loc: Special Education Teacher/LBMS
Effective Date: June 30, 2018 close of day
3. Name: Lorraine DeFilippis
Assign./Loc: Science Teacher/LBHS
Effective Date: June 30, 2018 close of day
4. Name: John Emmons
Assign./Loc: Vice Principal/LBMS
Effective Date: June 30, 2018 close of day
5. Name: Marcia Mulé
Assign./Loc: Director of Alternative and Adult Learning
Effective Date: June 30, 2018 close of day
6. Name: Julia Bella
Assign./Loc: Part Time Teacher Assistant/Lido School
Effective Date: June 30, 2018 close of day

(b) Resignation

Name: Ines Barnett
Assign./Loc: Pre K Teacher/Lido School
Effective Date: February 16, 2018 close of day

(c) Amended Leave of Absence

Name: Melissa Zimmerman
Assign./Loc: Elementary Teacher/East School
Effective Dates: March 5, 2018-June 30, 2018
Original Dates: March 16, 2018-June 30, 2018 (on or about)
Reason: Maternity

1. CERTIFICATED PERSONNEL

(d) Leave of Absence

Name: Lakesha Wilson
 Assign./Loc: Part Time Teacher Assistant/LBHS
 Effective Dates: February 5, 2018-June 30, 2018
 Reason: Maternity

(e) Amended Appointment: Permanent Substitute (.8)/English Teacher (.2)

Name: Christina Nader-Kile
 Assign./Loc: Permanent Substitute (.8)/English Teacher (.2)/LBMS
 Certification: Permanent N-6
 Effective Dates: January 29, 2018-June 30, 2018 (or earlier at the district's discretion)
 Salary Classification: .2 of MA/Step 1 (\$67,827 per annum)/.8 of @ 221.53 per day prorated
 Reason: Lauren Behan returned from maternity leave

(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: January 29, 2018-June 30, 2018 (or earlier at the district's discretion)
 Salary Classification: MA/Step 5 (\$79,339 per annum) pro-rated
 Reason: Lauren Behan returned from maternity leave

(g) Appointment: Part Time Permanent Substitute Teacher (.5)

Name: Esther Pascal
 Assign./Loc: Part Time Permanent Substitute Teacher (.5)/Districtwide
 Certification: Initial Spanish 7-12
 Professional Childhood Education 1-6 (pending)
 Effective Dates: February 6, 2018-June 21, 2018 (or earlier at the district's discretion)
 Salary Classification: .5 of 221.53 per day
 Reason: To meet a district need, continues as .5 elementary Spanish Teacher

(h) Appointment Part Time Teacher Assistant 17.5 hours per week start date through June 22, 2018 (or earlier at the district's discretion) According to CSE recommendation or 504 plan. Rate according to contract.

Name	Location	Grade 11/Step	Hourly Rate	Start Date
Natasha Korzeniewski	LBMS	Grade II/Step 1	17.46	2/9/18

1. CERTIFICATED PERSONNEL

(i) Appointment: Coaches for Special Olympics/Unified Sports-Spring 2018–Rate of pay \$56.35 per hour

Name	Maximum Hours
1. Sean Miller	40
2. Dayna Obidienzo	40
3. Lori Divivio	40

(j) The following Per Diem Substitute Teachers are recommended for approval for the 2017-2018 school year

NAME	CERTIFICATION AREA
1. Diana Kurthy	Permanent Physical Education
2. Theresa Meehan	Permanent Childhood Education 1-6
3. Terry Kane	Permanent Social Studies 7-12

(k) Recommendation for Appointment on Tenure the staff member listed below is eligible for appointment on tenure in the area and on the date indicated. She has been found to be competent, efficient and satisfactory in her total professional performance.

Name	Tenure Area	Date
Michele Natali	Executive Director of Human Resources	7/1/18

(l) Be it Resolved that the Board of Education of the Long Beach City School District hereby accepts the Acting Principal Agreement between the Long Beach Administrative, Supervisory and Pupil Personnel Group, The Classroom Teachers Association, Sharon Weiss and the Long Beach City School District effective February 26, 2018 and authorizes the Interim Superintendent to sign the Agreement.

(m) Be it Resolved that the Board of Education of the Long Beach City School District hereby accepts the Acting Teacher in Charge Agreement between The Classroom Teachers Association, Dana Monti and the Long Beach City School District effective February 26, 2018 and authorizes the Interim Superintendent to sign the Agreement.

2. NON CERTIFICATED PERSONNEL

(a) Resolved, the Board of Education hereby accepts the resignation of Bryan McGovern from the position of Head-Groundskeeper (Grade III) effective February 9, 2018 and hereby appoints Bryan McGovern to the position of Groundskeeper (Grade II) effective February 9, 2018.

(b) Resolved, the Board of Education hereby abolishes a Head-Groundskeeper (Grade III) position effective February 9, 2018.

(c) Resignations for the Purpose of Retirement

1. Name: Marilyn Pensabene
Assign./Loc: School Nurse/LBCRS
Effective Date: June 30, 2018 close of day
2. Name: John Fraser
Assign./Loc: Assistant Supervisor for Maintenance/Districtwide
Effective Date: August 3, 2018 close of day
3. Name: Carolyn Smith
Assign./Loc: Bus Driver/Transportation Department
Effective Date: June 30, 2018 close of day

(d) Resignations

1. Name: Radha Nandalall
Assign./Loc: Part Time Lunch Aide/Lindell School
Effective Date: January 19, 2018 close of day
2. Name: Jaylon Vega
Assign./Loc: Part Time Bus Aide/Transportation Department
Effective Dates: January 12, 2018 close of day
3. Name: Yasmine Gargiulo
Assign./Loc: Part Time Teacher Aide/LBMS
Effective Dates: February 9, 2018 close of day

(e) Leave of Absence

Name: Jacob Prussman
Assign./Loc: Part Time Teacher Aide/Lindell School
Effective Dates: January 25, 2018-May 18, 2018 (or earlier at the district's discretion)
Reason: Educational

2. NON CERTIFICATED PERSONNEL

(f) Appointment: Part Time Bus Aide-(18.75 hours per week)

Name: Linda Aebly
 Assign./Loc.: Part Time Bus Aide (18.75 hrs per week)/ Transportation Department
 Effective Date: February 5, 2018
 Salary Classification: \$14.57 per hour
 Grade/Step: Grade I/Step 1
 Reason: To replace Jaylon Vega

(g) Appointment: Part Time Lunch Aides (15 hours per week)

Name: Mia Rolon
 Assign./Loc.: Part Time Lunch Aide/Lindell School
 Effective Date: January 25, 2018
 Salary Classification: \$14.41 per hour
 Grade/Step: Grade I/Step 1
 Reason: To replace Radha Nandalall

(h) Appointment: Part Time Food Service Worker (17.5 hours per week)

Name: Karen Martin
 Assign./Loc.: Part Time Food Service Worker/LBMS
 Effective Date: February 12, 2018
 Salary Classification: \$12.38 per hour
 Grade/Step: Grade I/Step 1
 Reason: To replace Michele Ghent

(i) Appointment Part Time Teacher Aide 17.5 hours per week start date through June 23, 2017 (or earlier at the district's discretion) According to CSE recommendation or 504 plan. Rate according to contract.

	Name	Location	Grade 1A/Step	Hourly Rate	Start Date
1.	Jaylon Vega	LBHS	Grade 1A/Step 1	16.34	1/16/18
2.	LaShonda Nellums	East	Grade 1A/Step 1	16.34	1/26/18
3.	Emily Gugliotta	Lindell	Grade 1A/Step 1	16.34	1/24/18
4.	Hunter Rainis	Lindell	Grade 1A/Step 1	16.34	2/08/18

2. NON CERTIFICATED PERSONNEL

(j) Recommended Action: Approval of the schedules of 2017-2018 Continuing Education Program. Classes implemented only if there is sufficient enrollment (each class is self-sustaining to satisfactory performance):

	Instructor	Course	Hours	Rate Per Hour	Maximum
1.	Michael Derenze	Tennis Beginners Tennis Intermediate Pickle Ball Beginners Pickle Ball Intermediate	32	30.00	960.00
2.	Jan Wade Gilbert	Getting Older Without Growing Older	10	25.00	250.00
3.	Sarah Haass	Healthy Habits Made Simple	2	25.00	50.00
4.	Todd Broccoli	How To Size Your Stack Position Like A Professional	8	25.00	200.00
5.	Bill Marin	Beginning Microsoff Excel Beginning Microsoft Word	32	40.00	1,280.00
6.	Christopher Webel	Stress Reduction Through Mindfulness and Mediation	8	25.00	200.00
7.	Brendan Stark	Master Swim Class	24	25.00	600.00

(k) Completion of Probationary Appointment

The staff members listed below have completed their probationary appointment, and have received a satisfactory evaluation and are hereby recommended for permanent appointment.

1. Name: Christine O'Driscoll
Assign./Loc.: Data Specialist/West School
Effective Date: March 9, 2018
2. Name: Melissa Hartman
Assign./Loc.: Data Specialist/LBMS
Effective Date: March 23, 2018
3. Name: Jamie McQuillian
Assign./Loc.: Senior Data Specialist/LBMS
Effective Date: March 23, 2018

(l) The following Per Diem Substitutes are recommended for approval for the 2017-2018 school year.

- | Name | Position |
|--------------------|-------------------|
| 1. Brielle Hills | Teacher Assistant |
| 2. Natalie Palmer | Teacher Assistant |
| 3. Shatiqua Hudson | Bus Aide |

3. FIRST READING OF REVISED CODE OF CONDUCT

4. FIRST READING OF POLICY #7512 – ACCIDENTS AND MEDICAL EMERGENCIES

5. FIRST READING OF POLICY #7500 - PERSON IN PARENTAL RELATION

6. FIRST READING OF REVISED POLICY #7513 – ADMINISTRATION OF MEDICINE

7. FIRST READING OF REVISED POLICY #5660 – MEAL CHARGE

8. APPROVAL OF WAIVER AND ADOPTION OF REVISED POLICY #3280 PUBLIC USE OF SCHOOL FACILITIES

WHEREAS, it is the customary practice of the Board of Education to have three readings of a policy prior to its adoption; and

WHEREAS, the Board wishes to adopt the revised Public Use of School Facilities Policy on an expedited basis, after one policy reading, so that such policy will be effective immediately;

THEREFORE, BE IT RESOLVED that the Board of Education hereby waives the Board's customary practice of three readings prior to the adoption of revised Policy #3280 Public Use of School Facilities and adopts the revised Policy, incorporated by reference in the minutes of this meeting, after discussion and reading at one Board meeting.

9. ADOPTION OF 2018-2019 SCHOOL CALENDAR

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the 2018-2019 School Calendar.

10. 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 2017-2018 school year:

Jennifer Gallagher	Michele Natali	Jennifer Pullara	Andrew Smith
Sean Murray	Deborah Lovrich	Karen Sauter	Jeffrey Myers
Kerry Fallon	Brenda Young	Cristine Zawatson	Julia Lang-Shapiro
Arnie Epstein	Marcia Mulé	Sabrina Brancaccio	Paul Romanelli
Francine Newman	Kathleen Connolly	Keith Biesma	Patrick McKinney
Vincent Russo	Theresa Scudiero	Peter Russo	Claude Irwin
John Emmons	Kimberley Liguori		

11. DESIGNATION OF PERSONAL REGISTRATION DAY

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education designates Tuesday, May 1, 2018 as a Personal Registration Day at the Long Beach Middle School, located at 239 Lido Boulevard, Lido Beach, New York.

12. APPROVAL OF DISPOSAL OF OBSOLETE TECHNOLOGY

WHEREAS, the School District owns fifteen (15) year old technology equipment and software which was originally purchased through a grant for the Teachers Center and are obsolete, no longer useful or necessary for school district purposes and of no value to the School District, as indicated on a list attached to and made a part of this resolution;

THEREFORE, BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education hereby declares such technology to be surplus property and of no value to the School District and authorizes the technology department to dispose of the fifteen year old equipment and software in accordance with the best interests of the School District. In the event that any of the technology is usable, the items will be distributed to families in need in the community.

13. APPROVAL OF BUDGET TRANSFER

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves a transfer in the amount of \$60,000 from the operation gas, \$50,000 from BOCES special education tuition and \$60,000 from special education extended program to contract transportation based on estimates of costs for the balance of the school year.

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

15. APPROVAL OF PAYMENT OF LEGAL BILLS: LEGAL SERVICES

A) THOMAS M. VOLZ, PLLC

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education authorizes expenditures in the amount of \$5,185 to the Law Offices of Thomas M. Volz, PLLC for the monthly retainer and extraordinary legal services rendered during the period of December 1 through December 31, 2017.

B) INGERMAN SMITH

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education authorizes expenditures in the amount of \$172 for legal services for the period of December 1 through December 31, 2017.

C) KEANE & BEANE

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education authorizes expenditures in the amount of \$137.50 for legal services for the period December 1 through December 31, 2017.

D) FRAZER AND FELDMAN

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education authorizes expenditures in the amount of \$20,210 to the Frazer and Feldman for the monthly retainer and extraordinary legal services rendered during the period of October 1 through October 31, 2017 and \$24,833.20 for services rendered during the period November 1 through November 30, 2017.

16. 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 schedules.

APPLICATIONS FOR USE OF SCHOOL FACILITIES

<u>Organization</u>	<u>Purpose</u>	<u>Facility Requested</u>	<u>Date Requested</u>
Long Beach Recreation	Basketball	Lindell School Gymnasium	Jan. 6 – April 25, 2018 Saturdays 9:00 AM – 4:00 PM
Long Beach Lacrosse	Youth Lacrosse	Lindell School Athletic Field 2	March 1 – July 31, 2018 M – F – 6:00 – 9:00 PM Sat – 8:00 AM – 6:00 PM Sun – 8:00 AM – 8:00 PM
	Youth Lacrosse	Long Beach Middle School Field 11 and Veterans Field	March 4-July 31, 2018 Sundays 8:00 AM – 6:00 PM
	Uniform Try-Ons	LBMS Cafeteria	Tues, Feb. 6, 2018
	Lacrosse Camp	LBMS – Athletic Fields 11, 12 and Veterans Field LBHS pool, cafeteria	July 9 – July 13, 2018 Monday – Friday 9:00 AM – 3:00 PM
	Home Games	LBMS Athletic Fields 8, 9, 10, 11, 12 and Veterans Field	Sun., May 20, 2018 8:00 AM – 8:00 PM
Long Beach Football Club	Travel Soccer	LBMS Athletic Field 12	March 1 – Aug 16, 2018 Saturdays & Sundays 8:00 AM – 9:00 PM
		LBMS Athletic Field 12	March 1 – Aug 16, 2018 Monday – Friday 6:00 PM – 9:30 PM
		LBHS Alumni Field	March 1 – Aug 16, 2018 Saturdays 12:00 noon – 9:30 PM
		LBHS Alumni Field	March 1 – Aug 16, 2018 Sundays 8:00 AM – 9:00 PM
Hagen School of Irish Dance	Dance Recital	Lindell School Auditorium, Cafeteria, Gym, Common Areas	May 18 & May 20, 2018 Fri – 4:00 – 9:30 PM Sun. 11:00 AM -7:00 PM
Long Beach AWARE	Tween Nite	Lindell School auditorium, cafeteria, and gymnasium	Friday, May 4, 2018 4:30 PM – 9:30 PM
Long Beach Civil Service	Civil Service Exam	LBHS classrooms (4)	Sat., March 3, 2018 8:00 AM – 5:00 PM
Long Beach Little League	Games/Practices	Lindell School Athletic Field 1	Feb 12 – June 24, 2018 M-F 6:00 PM – 8:00 PM Sat & Sun 8:00 AM – 8 PM
		LBHS Athletic Field 3	Feb 12 June 24, 2018 M-F 6:00 PM – 8:00 PM Sat & Sun 8:00 AM – 8 PM
		LBMS Athletic Field 9	Feb 12 – June 24, 2018 M-F 6:00 PM – 8:00 PM Sat & Sun 8:00 AM – 8 PM
	Picture Nights	LBHS Cafeteria	April 30 – May 4, 2018 Monday – Friday 6:00 PM – 9:30 PM

Students

SUBJECT: ACCIDENTS AND MEDICAL EMERGENCIES

Procedures shall be established and maintained by the Superintendent of Schools for the handling of student injuries and medical emergencies that occur on school property and during school activities.

Student Emergency Treatment

All staff members of the School District are responsible to obtain first aid care of students who are injured or become ill while under school supervision.

In most instances, first aid should be rendered, and then the parent should be contacted to come to school and transport the student to the family physician. Beyond first aid, the medical care of the student is the parent's responsibility. However, the student's welfare is always the primary concern, and it is the responsibility of school personnel to exercise good judgment and care under all circumstances.

The Board of Education encourages staff members to become qualified to give emergency treatment through instruction in first aid, administration of Naloxene, Cardiopulmonary Resuscitation (CPR), and Cardiac Automated External Defibrillator/AED training.

Transporting an Ill or Injured Student

In the event of an illness or injury to a student an ambulance may be called if warranted. This solution will be used after other alternatives, including parent/guardian contact, have been made.

Insurance

Student accident insurance policies will be a co-insurance with family coverage(s) as primary.

Education Law § 1604 (7-a, b) and 1709 (8-a, b)

First Reading: February 8, 2018

Students

SUBJECT: DESIGNATION OF PERSON IN PARENTAL RELATION

In accordance with General Obligations Law Title 15-A, a parent of a minor or incapacitated person may designate another person as a person in parental relation to such minor or incapacitated person for certain health care and educational decisions for a period not exceeding six (6) months. However, such parental designation is conditioned upon there being no prior order of any court in any jurisdiction currently in effect that would prohibit the parent from himself/herself exercising the same or similar authority; and provided further that, in the case where a court has ordered that both parents must agree on education or health decisions regarding the child, a designation pursuant to this law shall not be valid unless both parents have given their consent.

The designation of a person in parental relation must be in writing in the form prescribed by General Obligations Law Title 15-A, and shall include specified information as enumerated in law for designations of thirty (30) days or less, as well as additional information required for designations of more than thirty (30) days. The designation of a person in parental relation may be presented to any school that requires such designation by either the parent or designee. The designation may specify a period of time less than six (6) months for which such designation shall be valid unless earlier revoked by the parent in accordance with law. *However, a designation specifying a period of more than thirty (30) days shall be notarized.*

If no time period is specified in the designation, it shall be valid until the earlier of revocation; or

- a) The expiration of thirty (30) days from the date of signature if the designation does not meet the requirements for designations of more than thirty (30) days, or
- b) Six (6) months from the date of commencement specified in the designation if the designation meets the requirements for designations of more than thirty (30) days.

Scope of Designation

A designation made pursuant to this law may specify:

- a) The treatment, diagnosis or activities for which consent is authorized;
- b) Any treatment, diagnosis or activity for which consent is not authorized; or
- c) Any other limitation on the duties and responsibilities conveyed by the designation.

Revocation of Designation

A parent may revoke a designation by notifying, in writing or via electronic mail, the designee or a school to which the designation has been presented, or by any other act evidencing a specific intent to revoke the designation. A designation shall also be revoked upon the execution by the parent of subsequent designation. Revocation by one parent authorized to execute such a designation shall be deemed effective and complete revocation of a designation pursuant to law.

A designee who receives notification from a parent of any such revocation shall immediately notify any school to which a designation has been presented. A parent may directly notify any such school of the revocation, in which case the failure of the designee to notify the school of such revocation shall not make revocation ineffective.

Students

SUBJECT: DESIGNATION OF PERSON IN PARENTAL RELATION

Effect of Designation

- a) A designee shall possess all the powers and duties of a person in parental relation pursuant to Public Health Law Sections 2164 and 2504 and Education Law Sections 2 and 3212, unless otherwise specified in the designation.
- b) A designation shall not impose upon a designee a duty to support pursuant to Family Court Act Section 413.
- c) A designation shall not cause a change in the school district of residence of the child for purposes of the Education Law, and during the period of validity of the designation, the child shall be presumed to be a resident of the school district in which the parent resided at the time the designation was made.
- d) A designation shall terminate and be revoked upon the death or incapacity of the parent who signed the designation.
- e) The decision of a designee shall be superseded by a contravening decision of a parent.

A person who acts based upon the consent of a designee reasonably and in the good faith belief that the parent has in fact authorized the designee to provide such consent may not be deemed to have acted negligently, unreasonably or improperly in accepting the designation and acting upon such consent. However, any such person may be deemed to have acted negligently, unreasonably or improperly if he/she has knowledge of facts indicating that the designation was never given, or did not extend to an act or acts in question, or was revoked.

No provision of Title 15-A of the General Obligations Law shall be construed to require designation of a person in parental relation as provided within the statute where such designation is not otherwise required by law, rule or regulation.

General Obligations Law Title 15-A
Education Law Sections 2 and 3212
Public Health Law Sections 2164 and 2504
Family Court Act Section 413
Mental Hygiene Law Section 80.03

First Reading: February 8, 2018

Students

SUBJECT: ADMINISTRATION OF MEDICATION

The school's registered professional nurse may administer medication to a student during the school day under certain conditions. For the purpose of this policy, the term "medication" includes both prescription and non-prescription medications. **Per New York State Education Department (NYSED) requirements**, the school must receive the following before medication will be administered to a student:

- a) The original written order from the student's **New York State licensed health care prescriber** stating the name of the medication, precise dosage, frequency, and time of administration; **Written orders for prescriptions and non-prescription medications should minimally include:**
 1. **Student's name and date of birth**
 2. **Diagnosis**
 3. **Name of Medication**
 4. **Dosage and route of administration**
 5. **For prn (as necessary) medications, conditions under which medication should be administered.**
 6. **Potential adverse reactions – if indicated**
 7. **Date written**
 8. **Prescriber's name, title, and signature**
 9. **Prescriber's phone number**
- b) A written, signed consent from the student's parent or person in parental relation requesting the administration of the medication, as prescribed by the **New York State licensed health care prescriber physician**, to the student in school; and
- c) The medication, properly labeled in its original container, must be delivered to the school health office by the student's parent or person in parental relation. The term "properly labeled," in the context of this policy, means that the container must include the following information:
 1. **The student's name,**
 2. **Name and phone number of pharmacy**
 3. **NYS Licensed prescriber's name**
 4. **Date and number of refills**
 5. **Name of medication/dosage,**
 6. **Frequency of administration**
 7. **Route of administration and/or directions**
 8. **A student is not permitted to carry any medication on his/her person in school, or on the school bus, or keep any medication in his/her school locker(s) unless authorized to be self-directed by NYS licensed health care prescriber. An exception to this policy may apply for a student's asthma inhaler or epi-pen which a student may carry and use under certain circumstances.**

Students

SUBJECT: ADMINISTRATION OF MEDICATION

~~Exceptions may apply, however, for students diagnosed with asthma or other respiratory illnesses, diabetes, or allergies who will be permitted to carry and self-administer medication under certain conditions. Independent students with other health conditions warranting timely administration of their medications should also be permitted to self-carry and self-administer their medication to prevent negative health outcomes. All requirements listed above must be met.~~

~~All medication orders must be reviewed annually by school health office personnel or whenever there is a change in dosage.~~

Special Considerations

- a. **All medication orders must be reviewed annually or whenever there is a change in dosage.**
- b. **The pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a NYS licensed health care prescriber.**
- c. **When a properly labeled medication comes to the health office accompanied by a written request form the parent/person in parental relation for administration of the medication, but without a written order from a NYS licensed health care prescriber, the following should be followed:**
 - i. **Contact parent/person in parental relation regarding need for written order form a NYS licensed health care prescriber.**
 - ii. **Contact NYS licensed health care prescriber to obtain verbal permission to administer medication**
 - iii. **Request fax or written orders to be received within 24 hours**
 - iv. **Contact parent/person in parental relation and discontinue medication if written or not received in 48 hours**
 - v. **Document above steps.**

Procedures governing the School District's receipt, storage and disposal of medication, as well as those pertaining to the administration of medication to a student after school hours and/or off school grounds during a school-sponsored activity will be in accordance with NYSED guidelines. No medication should be brought into school without knowledge of the health office. Publicized procedures that facilitate this practice so that parents/persons in parental relation and students do not feel the need to hide medication or to circumvent procedures are essential.

Emergency Medication

The administration of emergency medication (injectable, including "epi-pens," and/or oral) to a student for extreme hypersensitivity may be performed by a school staff member responding to an emergency situation when such use has been prescribed by a NYS licensed health care prescriber. However, a registered professional nurse/nurse practitioner, physician, physician's assistant *must* have trained the staff member to administer the emergency medication for that particular emergency situation (e.g., "epi-pen") and given him/her approval to assist the student in the event of an emergency anaphylactic reaction.

Students

SUBJECT: ADMINISTRATION OF MEDICATION

Such a response would fall under the Good Samaritan exemption for rendering emergency care during a life threatening situation.

The Use of Asthma Inhalers

A student may carry and use a prescribed asthma inhaler during the school day with the written self-carry, self-directed order from a duly authorized NYS licensed health care prescriber and parental/person in parental relation consent, based on Section 916 of Education Law. The School Health Office should have on file: the NYS licensed health care prescriber's written order/diagnosis that the student has a severe asthma condition and may be subject to sudden and debilitating asthmatic attacks; and written permission from the student's parent or person in parental relation. Upon written request of the student's parent or person in parental relation, the school must allow a student to maintain an extra asthma inhaler in the care and custody of the school's registered professional nurse.

Blood Glucose Monitoring

Children with diabetes have the right to care for their diabetes at school in accordance with the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 which provide protection against discrimination for children with disabilities, including diabetes.

Accordingly, blood glucose monitoring must be allowed in the school setting at any time, within any place, and by anyone necessitating such testing. Children must receive assistance if needed with the procedure.

The school nurse shall oversee any arrangement that need to be made for testing and a system to report the results to the nurse as needed. Proper arrangements should be made for the disposal of sharps.

Alcohol-Based Hand Sanitizers

Alcohol-based hand sanitizers are considered over-the-counter (OTC) drugs by the US Food and Drug Administration. However, due to the fact that careful hand-washing and sanitation is the most effective way to control the recent spread of Methicillin-Resistant Staphylococcus Aureus (MRSA) in schools, the NYSED has allowed a medical exemption to the requirements for OTC preparations in the school setting to permit the use of alcohol-based hand sanitizers.

The School Medical Director has approved the use of alcohol-based sanitizers in the District's schools without a NYS licensed health care prescriber's order. Parents or persons in parental relation should provide written notification to the school nurse in the event that they do not wish to have their child use this product.

Students

SUBJECT: ADMINISTRATION OF MEDICATION

It should be noted that hand sanitizers which contain alcohol are flammable and shall not be placed in hallways or near an open flame or source of sparks.

Sunscreen

Students may carry and use FDA approved sunscreen products for over-the-counter use. The student's parent or person in parental relation must provide written permission for the student to carry and use sunscreen. This written parental consent will be maintained by the **school nurse**. A student who is unable to physically apply sunscreen may be assisted by unlicensed personnel when directed to do so by the student, if permitted by a parent or person in parental relation, and authorized by the school.

Naxolene

As permitted by New York State law, maintain stock supplies of life-saving emergency medications such as epinephrine auto-injectors and Naxolone (Narcan) for use, especially in first time emergencies.

~~Storage and Disposal~~ Disposal of Unused Medication

Any unused medication (including, but not limited to expired prescription and non-prescription drugs) must be returned to the parent/person in parental relation by the end of each school year. If the parent/person in parental relation does not retrieve the unused medication by the end of the school year, then the School Nurse or designated Health Office personnel must document that the medication was abandoned and dispose of the unused medication, according to the NYSED guidelines.

~~The District will comply with relevant state laws, regulations, and guidelines governing the District's receipt, storage, and disposal of medication.~~

Individuals with Disabilities Education Improvement Act of 2004 [Public Law 108-446 Section 614(a)]
Individuals with Disabilities Education Act (IDEA), 20 USC Sections 1400 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.
Education Law Sections 902(b), 907, 916, 916-a, 916-b, 919, 921, 6527, and 6908(1)(a)(iv), 6909
Public Health Law Section 3000-a, c, 3309
8 NYCRR 136.6, 136.7

NOTE: Refer also to Policy #7521 -- Students with Life-Threatening Health Conditions

First Reading: December 10, 2015
Second Reading: January 14, 2016
Adopted: January 28, 2016

First Reading Revised: February 8, 2018

Non-Instructional/Business Operations

SUBJECT: MEAL CHARGE POLICY

I. Purpose

The goal of the Long Beach City School District is to provide student access to nutritious no- or low-cost meals each school day.

However, unpaid charges place a large financial burden on our district. The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the Long Beach City School District. The provisions of this policy pertain to regular priced school breakfast, lunch and snack (if applicable) meals only. The Long Beach City School District provides this policy as a courtesy to those students in the event that they forget or lose their lunch money. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

II. Policy

- Free Meal Benefit - Free eligible students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be paid/prepaid.
- Reduced Meal Benefit - Reduced eligible students will be allowed to receive a breakfast and lunch each day. A student will be allowed to charge a maximum of five (5) breakfasts and five (5) lunches to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students.
- Full Pay Students – Students will pay for meals at the school’s published paid meal rate each day. If a student is without meal money on a consistent basis, Director of Food and Nutrition Services will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged by the Director of Food and Nutrition Services to apply for free or reduced price lunches for their child if applicable. A student will be allowed to charge a maximum of five (5) breakfasts and five (5) lunches to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students.

Non-Instructional/Business Operations

SUBJECT: MEAL CHARGE POLICY

- Parents/Guardians are responsible for meal payment to the food service program. Discreet notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
- Students/Parents/Guardians may pay for meals in advance with cash or a check payable to the Long Beach City School District or through the automated pre-pay system. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.
- Requests for refunds or balance transfers to another account must be submitted in writing.
- Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Long Beach School District Food Service Program.
- Balances Owed collection of owed balances will follow the policies and procedures set by the superintendent **which may include restriction from school activities or legal action.**

First Reading: July 6, 2017
Second Reading: July 20, 2017
Adoption: August 31, 2017
First Reading of Revised Policy: February 8, 2018

Community Relations

SUBJECT: PUBLIC USE OF SCHOOL FACILITIES

The Board of Education recognizes that under the law it has discretion in authorizing use of a school building or grounds and in prescribing terms for said use.

School buildings and grounds may be used by Long Beach School District community groups for activities which are educational, social, recreational or civic in nature, primarily for the benefit of district residents and consistent with all applicable state laws. Any such use, however, shall not be deemed an endorsement of the activity or the purpose for which the facilities are used.

School buildings and grounds may be used by any responsible and properly organized Long Beach City School District community group. School buildings and grounds may also be used by any responsible and properly organized non-Long Beach City School District community group on a space-available basis if authorized by the Board of Education. Such groups shall be permitted to use school buildings and grounds for any of the following purposes:

- a) For instruction in any branch of education, learning or the arts;
- b) For holding social, civic and recreational meetings as well as entertainment and other uses pertaining to the welfare of the community; such meetings, entertainment and uses shall be non-exclusive and shall be opened to the general public;
- c) For meetings, entertainment and occasions where admission fees are charged, when the proceeds thereof are to be expended exclusively for an educational or charitable purpose, and not to be used for the gain of a particular organization or group. PTA, Veterans' organizations and volunteer firefighters or ambulance workers may be granted the use of school facilities, even though the admission fees will be devoted to the use of said organizations
- d) For recreation, physical training and athletics.

In compliance with Section 414, New York State Education Law, which confers certain rights and imposes certain responsibilities and limitations on Boards of Education regarding the use of school buildings, grounds and other properties, and realizing that the first responsibility of the Board of Education is the education of the children and the welfare of all residents of the school district, the following policy is adopted:

1. No organization is entitled, as a matter of right, to use of a school building or grounds.
2. The school facilities must be reserved first for the use of the children and all residents of the district.
3. The use of all school facilities during the summer months must terminate by the end of the third week in August so that the custodial staff may prepare schools for their re-opening in September.

Community Relations

SUBJECT: PUBLIC USE OF SCHOOL FACILITIES

4. Any groups that use school facilities must be non-exclusive and open to the general public.
5. The Board of Education reserves the right to revoke permission granted for the Use of School Facilities.
6. Responsibility for the preservation of order and protection of property must be assured by the organization of group using the facilities. The users must pay for any damages incurred from such use. The applicant is to report to the Director of Facilities such damage to the Chief Operating Officer for follow-up.
7. All functions attended by minors must be properly and adequately supervised or chaperoned.
8. The use of school facilities in the evening preceding a school day is discouraged by groups including students.
9. The use of school facilities in the evening must conclude, and all participants must leave the premises, by 9:30 p.m.
10. Admission fees may be charged only if the proceeds are to be used for educational, recreational and certain charitable purposes. Admission may not be restricted.
11. When any organization requests use of school facilities for a charity event, the organization must indicate anticipated amount of money to be donated and the percentage of funds raised to be donated.
- ~~12. A fee schedule shall be adopted by the Board of Education for the various types of groups that request use. Fees may vary depending on whether the entity using school facilities is a Long Beach community group or not and on whether the entity is for profit or not for profit.~~
13. Any fees must be paid in full in advance of the use of school facilities.
14. A signed agreement acknowledging adherence to the District's Code of Conduct is required.

The Superintendent shall prescribe regulations, subject to approval by the Board, for the use of any school facility and shall designate the ~~Director of Facilities~~ **District Clerk** to schedule the use of school facilities and issue permits. Where the use of a particular facility is denied, approval for the use of an alternative facility on school property may be made.

The Superintendent has the right to request the following when an application is submitted:

1. Certificate of incorporation
2. Constitution of the organization
3. By-laws currently in effect
4. Names of officers
5. Written proof of liability insurance for no less than \$1,000,000 per incident
6. Payment in advance for all custodial, security, and related services required; and
7. Such additional documentation as may be necessary to evaluate the merits of the application.

Community Relations

SUBJECT: PUBLIC USE OF SCHOOL FACILITIES

8. Backup documentation relating to the use of any fees charged or fund raising conducted.
9. Other information as requested by the Superintendent.

All permits for the use of any school facility will be issued for specified hours, will be non-transferable and will be restricted to the specific purposes for which issued. The Superintendent may grant, revoke or modify any permit at any time and may make interim changes in the regulations in appropriate situations, but must tender notice to the Board. Permanent changes in the regulations must be approved by the Board.

District facilities may be used by the Boy Scouts or other patriotic youth groups listed as a Patriotic Society in Title 36 of the U.S. Code to the same extent as other outside groups and in accordance with the law.

20 United States Code (USC) Section
7905 36 United States Code (USC)
Subtitle II
34 Code of Federal Regulations (CFR) Parts 108
Educational Law Section 414

Adoption Date: April 24, 1990
Amended: March 12, 1996
Amended: November 10, 1998
Amended: April 17, 2012
Amended: May 25, 2017
Amended: February 8, 2018

**PUBLIC USE OF SCHOOL FACILITIES
FACILITIES FEE SCHEDULE**

The Board encourages the use of its facilities by the community and has created a fee schedule that supports that use. Fees may be applied when the District incurs additional costs. Weekday use after 6 PM may incur additional costs.

Activity	Fee
To Open Building (if necessary) \$55 per hour	Hourly Rate for duration of event (minimum 4 hours)
Auditorium \$35 per hour/pp or \$70 per hour	Hourly Rate for 2 Cleaners for 2 hours
Cafeteria \$35 per hour/pp or \$70 per hour	Hourly Rate for 2 Cleaners for 2 hours
Classroom	\$10 per room
HS Gymnasium \$35 per hour/pp or \$70 per hour	Hourly Rate for 2 Cleaners for 2 hours
Lindell/MS Gymnasium \$35 per hour	Hourly Rate for 1 Cleaner for 2 hours
East/Lido/West Gymnasium \$35 per hour	Hourly Rate for 1 Cleaner for 1 hour
Pool \$35 per hour/pp or \$70 per hour	Hourly Rate for 2 Cleaners for 2 hours Hourly Rate per Guard per hour As per contract
Fields	Hourly Rate for 2 Groundskeepers for 3 hours- (non-school days) \$55 per hr/pp or \$110 per hour
Press Box- Control Room	Hourly Rate for Building/Teacher Aide per hour of use \$26 per hr/pp
Lights	\$60 per hour

LONG BEACH SCHOOL DISTRICT | 2018-2019 CALENDAR

4 Independence Day

JULY 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 New Year's Day
21 M.L. King Day

(21)

AUGUST 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

18-22 Winter Recess

(15)

3 Labor Day
4 Supt. Conf. Day #1
5 First Day of School
10/11 Rosh Hashanah
19 Yom Kippur

SEPTEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MARCH 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

(15 + 1)

(21)

8 Columbus Day

OCTOBER 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

18-26 Spring Break

(22)

(15)

6 Supt. Conf. Day #2
12 Veterans Day
22/23 Thanksgiving Recess

NOVEMBER 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24/27 Memorial Day Recess

(18 + 1)

(21)

24-31 Holiday Recess

DECEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

26 Last Day of School

(15)

(18)

