

LONG BEACH PUBLIC SCHOOLS
Long Beach, New York

December 11, 2012

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 times 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 per agenda item to each individual speaker on items on the business meeting agenda and five (5) minutes to speak under new or old business. An individual may speak only once on a specific topic. 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
Regular Board Meeting – December 11, 2012
Long Beach High School Auditorium**

AGENDA

REGULAR MEETING

7:30 P.M.

- I. Pledge of Allegiance and Opening Remarks – Board President
- II. Report of Superintendent of Schools
- III. Board of Education Comments
- IV. Questions and Comments from the Public - Items on Tonight's Agenda Only
- V. Approval of Minutes of Regular Meeting of November 27, 2012
- VI. Presentations of the Superintendent:
 1. Personnel Matters: Certificated
 2. Personnel Matters: Non-Certificated
 3. Second Reading of Policy #5740: Qualifications of Bus Drivers
 4. Second Reading of Policy #6170: Safety of Students (Fingerprinting Clearance of New Hires)
 5. Second Reading of Policy #6217 Professional Certification: 175 Hours of Professional Development Requirement
 6. Second Reading of Policy #6450: Theft of Services or Property
 7. Acceptance of Audit Report
 8. Acceptance of Change Orders
 9. Acceptance of Donations
 10. Use of Schools
- VII. Questions and Comments from the Public

VIII. Announcements:

1. Long Beach Classroom Teachers Association
2. Administrative, Supervisory and PPS Group
3. Long Beach Schools Employees' Association
4. Parent/Teacher Association
5. Student Organization

IX. Board of Education - Additional New/Old Business, if any

X. 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) Resignation

1. Name: Valerie Stewart
Assign./Loc: Part Time Teacher Assistant/high school
Effective Dates: December 7, 2012 close of day

(b) Rescission: Appointment Interscholastic Coach for Winter 2013

- Name: Lori DeVivio
Sport: Varsity Basketball Coach
Effective Date: Immediately

(c) Leave of Absence: Catastrophic

1. Name: Carol Todaro-Bitetto
Assign./Loc: Elementary Teacher/East School
Effective Dates: October 26, 2012-December 12, 2012 am
2. Name: Katherine McCullagh
Assign./Loc: Elementary Teacher/East School
Effective Dates: December 4, 2012 pm-TBD (maximum 140 days)

(d) Leave of Absence: Pregnancy/Maternity

- Name: Marcelina Santiago
Assign./Loc: Elementary Teacher/Lindell School
Effective Dates: December 3, 2012-January 27, 2013

(e) Leave of Absence: Child Care

- Name: Denise Dunigan
Assign./Loc: Family and Consumer Science Teacher/middle school
Effective Dates: February 1, 2013-June 30, 2013

(f) Amended Leave of Absence: Child Care

- Name: Stephanie Meyer
Assign./Loc: Art Teacher/Lido School
Effective Dates: January 24, 2013-January 30, 2013
Original Dates: October 18, 2012-January 23, 2013

1. CERTIFICATED PERSONNEL

(g) Leaves of Absence: Medical

Name: Carol Todaro-Bitetto
Assign./Loc: Elementary Teacher/East School
Effective Dates: December 12, 2012 pm-March 24, 2013

(h) Leave of Absence

Name: Beverly Downing
Assign./Loc: Part Time Teacher Assistant/West School
Effective Dates: December 4, 2012-January 1, 2013
Reason: Personal

(i) Appointment: Interscholastic Coach for Winter 2013

Name: Kristin Ciccone
Sport: Varsity Head Basketball Coach
Stipend: \$9,455

(j) Appointment: Regular Substitute Special Education Teacher

Name: Kyle Pearl
Assign./Loc: Regular Substitute Special Education
Teacher/middle school
Certification: Initial Students with Disabilities 1-6
Supplemental Services Students with Disabilities 7-12
Generalist
Initial Childhood Education 1-6
Effective Dates: February 1, 2013-June 30, 2013 (or earlier at the
district's discretion)
Tenure Area: Education of Children with Handicapping
Conditions-General Special Education
Salary Classification: MA/Step 2 (\$68,332* per annum) prorated
Reason: To replace Cindy LaPenna
*Subject to negotiations

(k) Appointment: Regular Substitute Family and Consumer Science Teacher

Name: Ilyssa Leeper
Assign./Loc: Regular Substitute Family and Consumer Sciences
Teacher/middle school
Certification: Initial Family and Consumer Sciences
Effective Dates: February 1, 2013-June 30, 2013 (or earlier at the
district's discretion)
Tenure Area: Home Economics
Salary Classification: BA/Step 3 (\$64,398* per annum)
Reason: To replace Denise Dunigan
Comment: Recalled from preferred eligibility list, returns to high
school effective 9/1/13
*Subject to negotiations

1. CERTIFICATED PERSONNEL

(l) Appointment: Part Time Regular Substitute Family and Consumer Science Teacher (.6)

Name: Jonathan Mosenson
Assign./Loc: Regular Substitute Family and Consumer Sciences
Teacher/high school
Certification: Initial Family and Consumer Sciences
Effective Dates: February 1, 2012-June 30, 2013 (or earlier at the
district's discretion)
Salary Classification: 0.6 of BA/Step 1 (\$36,142* per annum) prorated
Reason: To replace Ilyssa Leeper
*Subject to negotiations

(m) Appointment: Full Time Teacher Assistant

Name: Miguel Rodriguez
Assign./Loc: Full Time Teacher Assistant/Lido School
Certification: Continuing Teacher Assistant
Effective Date: December 12, 2012
Ending Date: December 11, 2015
Tenure Date: December 12, 2015
Tenure Area: Teacher Assistant
Salary Classification: \$33,489* per annum
Grade/Step: Level II/Step 9
Reason: CSE recommendation
*Subject to negotiations

(n) Appointment: Special Education Teachers for After School Extended School Day/ASD Program-2012-2013 School Year-Rate of Pay-\$73.03* per hour-*subject to negotiations

1. Janna O'Brien
2. Megan Scully

(o) Appointment: Parent Training/Transition Program-Variou School Buildings/Student Homes-2012-2013 School Year-Rate of Pay-\$68.34*-*subject to negotiations

1. Christopher Brown
2. Kelly Dass
2. Cathy Palmer

1. CERTIFICATED PERSONNEL

**(p) Appointment: After School Extended School Day/ASD Program –
Temporary/Substitute Teacher Assistants– 2012-2013 School Year-Rate of pay
according to contract-*subject to negotiations**

1. Lauren Schneider
2. Amy DeeLe
3. Jessica Cantelmo
4. Marisol Burgos
5. Patricia Buschi
6. Zoe Casey
7. Eileen Costelloe
8. Kelly Dass
9. Melissa Irizarry
10. Stephanie Kornacki
11. Kim Leone
12. Melissa Merman
13. Candida Mossa
14. Susanne Paganini
15. Cathy Palmer
16. Maria Perrone
17. Tara Roesch
18. Megan Salerno
19. Joann Stegman
20. Michael Spiritis
21. MaryBeth Uehlinger

**(q) The following Per Diem Substitute Teacher is recommended for approval for the
2012-2013 school year**

	NAME	CERTIFICATION AREA
1.	Jaelyn Forman	Provisional School Counselor K-12
2.	Danielle Giordano	Initial English (pending)

**(r) Recommendation for Appointment on Tenure the staff members listed below
eligible for appointment on tenure in the area and on the date indicated. They
have been found to be competent, efficient and satisfactory in their total
professional performance.**

	Name	Tenure Area	Date
1.	Stacey Rice	Remedial Reading	3/01/13
2.	Tara Roesch	Teacher Assistant	3/10/13

2. NON CERTIFICATED PERSONNEL

(a) Resignations

1. Name: Anthony Causi
Assign./Loc: Part Time Food Service Worker/high school
Effective Date: December 5, 2012
2. Name: Carmen Grullon
Assign./Loc: Bus Driver/Transportation
Effective Date: December 14, 2012

(b) Leaves of Absence

1. Name: Frances Innella
Assign./Loc: Full Time Food Service Worker/high school
Effective Dates: December 12, 2012-February 6, 2012
Reason: Family Illness
2. Name: Debbie Posey
Assign./Loc: Part Time Lunch Aide/East School
Effective Dates: December 10, 2012-January 31, 2012
Reason: Medical

(c) Appointment: Part Time School Bus Driver (30 hours)

Name: Michael Beujak
Assign./Loc.: Part Time Bus Driver-30 hours/Transportation
Effective Date: December 15, 2012
Probationary End Date: December 15, 2016
Salary Classification: \$24,512* per annum
Grade/Step: Grade II/Step 1
Reason: To replace Carmen Grullon
*Subject to negotiations

(d) The following Per Diem Substitute is recommended for approval for the 2012-2013 school year

NAME	POSITION
Anthony Causi	Food Service Worker

3. **SECOND READING OF POLICY #5740: QUALIFICATIONS OF BUS DRIVERS**
4. **SECOND READING OF POLICY #6170: SAFETY OF STUDENTS (FINGERPRINTING CLEARANCE OF NEW HIRES)**
5. **SECOND READING OF POLICY #6217: PROFESSIONAL CERTIFICATION: 175 HOURS OF PROFESSIONAL DEVELOPMENT REQUIREMENT**
6. **SECOND READING OF POLICY #6450: THEFT OF SERVICES OR PROPERTY**
7. **ACCEPTANCE OF AUDIT REPORT**

BE IT RESOLVED THAT, upon the recommendation of the Long Beach Public Schools Audit Committee and the Superintendent of Schools, the Board of Education accepts the School District's Independent Audit Report prepared and certified by Cullen & Danowski, covering the fiscal year ending June 30, 2012; and,

BE IT FURTHER RESOLVED THAT, upon the recommendation of the Superintendent of Schools, a certified copy of the Long Beach Public School District's Independent Audit Report for 2011-12 be filed with the Office of Education Management Services at the State Education Department.

8. ACCEPTANCE OF CHANGE ORDERS (A - E)

A) CHANGE ORDER #4 WITH ULTIMATE POWER (Contract #9-LBHS-3)

WHEREAS, the Long Beach City School District ("District") has engaged Ultimate Power for mechanical work at Long Beach High School pursuant to an award on May 27, 2011; and

WHEREAS, the District's architect and construction manager recommend modification to the existing contract to furnish all labor and materials to install (35) flex collars on existing air handler units in 7 MER rooms; and

WHEREAS, the District's architect and construction manager recommend moving forward with this work now considering the reasonable pricing the District received from Ultimate Power, Inc.;

THEREFORE, BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby accepts Change Order #4 (Contract #9-LBHS-3) to the contract with Ultimate Power, Inc. for the additional cost of \$25,061.32; and

A) CHANGE ORDER #4 WITH ULTIMATE POWER (Contract #9-LBHS-3) (continued)

BE IT FURTHER RESOLVED, that the Board of Education authorizes the Chief Operating Officer to execute Change Order No. 4 (Contract #9-LBHS-3) to the contract with Ultimate Power, Inc. on its behalf.

**B) DEDUCT CHANGE ORDER #9 WITH STALCO CONSTRUCTION, INC.
(Contract 9-LBHS-1)**

WHEREAS, the Long Beach City School District ("District") has engaged Stalco Construction, Inc. ("Stalco") for mechanical work at Long Beach High School pursuant to an award on June 7, 2011; and

WHEREAS, the District's architect and construction manager recommend modification to the existing contract for a credit in the amount of \$17,900.94) as a back charge for replacing abated flex collars; and

WHEREAS, the District's architect and construction manager recommend moving forward with this work now considering the reasonable pricing the District received from Ultimate Power, Inc.;

THEREFORE BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby accepts Change Order #9 (Contract #9-LBHS-1) to the contract for a credit with Stalco in the amount of \$17,900.94; and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the Chief Operating Officer to execute Change Order No. 9 (Contract #9-LBHS-1) to the contract with Stalco on its behalf.

C) CHANGE ORDER #16 WITH MPCC CORP. (Contract #8-LCXAR-1)

WHEREAS, the Long Beach City School District ("District") has engaged MPCC Corp. ("MPCC") for general construction work at the Lido Complex pursuant to an award on April 5, 2011; and

WHEREAS, the District's architect and construction manager recommend modification to the existing contract for lintel support, removal of expansion joint blocking to install roof anchors, additional truss, removal and reinstallation of unstable existing 8" CMU walls, extra work in Area G North Corridor and chopping of unforeseen concrete; and

C) CHANGE ORDER #16 WITH MPCC CORP. (Contract #8-LCXAR-1) (continued)

WHEREAS, the District's architect and construction manager recommend moving forward with this work now considering the reasonable pricing the District received from MPCC; and

THEREFORE, BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby accepts Change Order #16 (Contract #8-LCXAR-1) to the contract with MPCC for the additional cost of \$17,890.97; and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the Chief Operating Officer to execute Change Order No. 16 (Contract #8-LCXAR-1) to the contract with MPCC Corp. on its behalf.

D) CHANGE ORDER #5 WITH HIRSCH & COMPANY, INC. (8-LCXAR-2)

WHEREAS, the Long Beach City School District ("District") has engaged Hirsch & Company, Inc. ("Hirsch") for plumbing work at the Lido Complex pursuant to an award on April 5, 2011; and

WHEREAS, the District's architect and construction manager recommend modification to the existing contract for pipe additional waste and water, relocation of storm drain, installation of electric water coolers, relocated water lines, replacement of missing drain parts, furnishing flasing rings, drain piping, and installation of roughing and hook up to an ice machines; and

WHEREAS, the District's architect and construction manager recommend moving forward with this work now considering the reasonable pricing the District received from Hirsch; and

THEREFORE, BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby accepts Change Order #5 (Contract #8-LCXAR-2) to the contract with Hirsch for the additional cost of \$13,542.32; and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the Chief Operating Officer to execute Change Order No. 5 (Contract #8-LCXAR-2) to the contract with Hirsch & Company, Inc. on its behalf.

E) CHANGE ORDER #5 WITH MAINLINE ELECTRIC (Contract #8-LCXAR-4)

WHEREAS, the Long Beach City School District ("District") has engaged Mainline Electric ("Mainline") for electrical work at the Lido Middle School/Lido Complex pursuant to an award on April 5, 2011; and

E) CHANGE ORDER #5 WITH MAINLINE ELECTRIC (Contract #8-LCXAR-4) (continued)

WHEREAS, the District's architect and construction manager recommend modification to the existing contract to provide power and fire alarm connections, a data outlet, power to existing air dryer, changing of surface mount speakers, installation of door controllers, rerouting of lightning protection, temporarily connecting PA system, and adding circuit breakers; and

WHEREAS, the District's architect and construction manager recommend moving forward with this work now considering the reasonable pricing the District received from Mainline; and

THEREFORE, BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby accepts Change Order # 5(Contract #8-LCXAR-4) to the contract with Mainline for the additional cost of \$20,116,18; and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the Chief Operating Officer to execute Change Order No. 5 (Contract #8-LCXAR-4) to the contract with Mainline on its behalf.

9. ACCEPTANCE OF DONATIONS

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts donations in money and/or goods from people and/or companies in support of the district's recovery efforts from Hurricane Sandy (see attached list) to the Long Beach City School District.

10. APPROVAL OF USE OF SCHOOLS

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/rescheduled based on building construction schedules.

SUBJECT: QUALIFICATIONS OF BUS DRIVERS

All bus drivers meet the SED, DMV, and DOT requirements including but not limited to the following.

A person shall be qualified to operate a bus only if such person:

- a) Is at least twenty-one (21) years of age;
- b) Has been issued a currently valid operator's or commercial driver's license which is valid for the operation of a bus in New York State;
- c) Has passed the annual bus driver physical examination administered pursuant to Regulations of the Commissioner of Education and the Commissioner of Motor Vehicles. In no case shall the interval between physical examinations exceed a thirteen-month (13) period;
- d) Is not disqualified to drive a motor vehicle under Vehicle and Traffic Law Sections 509-c and 509-cc and any other provisions of Article 19-A;
- e) Has on file at least three (3) statements from three (3) different persons who are not related to the driver/applicant pertaining to the moral character and to the reliability of such driver/applicant;
- f) Has completed, or is scheduled to complete, State Education Department safety programs as required by law;
- g) Is in compliance with federal law and regulations, as well as District policy and/or regulations, as it pertains to meeting the standards governing alcohol and controlled substance testing of bus drivers if and when applicable;
- h) Has taken and passed a physical performance test at least once every two (2) years and/or following an absence from service of sixty (60) or more consecutive days from his/her scheduled work duties; and
- i) Is in compliance with all other laws and regulations for operating a school bus, including licensing and training requirements.

Special Requirements For New Bus Drivers

Before employing a new bus driver or before a vendor/contract bus company employs a new bus driver, the Superintendent or his/her designee shall be entitled to:

- a) Require such person to pass a physical examination within four (4) weeks prior to the beginning of service;

SUBJECT: QUALIFICATIONS OF BUS DRIVERS (Cont'd.)

- b) Obtain a driving record from the appropriate agency in every state in which the person resided, worked, and/or held a driver's license or learner's permit during the preceding three (3) years;
- c) Investigate the person's employment record during the preceding three (3) years;
- d) Require such person to submit to the mandated fingerprinting procedures/criminal history background check;
- e) Request the Department of Motor Vehicles to initiate a driving record abstract check; and
- f) Require that newly hired bus drivers take and pass the physical performance test, as mandated by Commissioner's Regulations, before they transport students.

Occasional Drivers

Under Commissioner's Regulations, an occasional driver is defined as a certified teacher employed by a school district or Board of Cooperative Educational Services (BOCES) who is not primarily employed as a school bus driver or substitute bus driver on either a full-time or part-time basis. Occasional drivers used for other than regular routes are not required to fulfill the training required for regular school bus drivers.

Omnibus Transportation Employee Testing Act of 1991, (Public Law 102-143)

49 United States Code (USC) Section 521(b)

49 Code of Federal Regulations (CFR) Parts 40, 382, 391, 392 and 395

Education Law Section 3624

Vehicle and Traffic Law Sections 509-c, 509-cc and Article 19-A

8 New York Code of Rules and Regulations (NYCRR) Section 156.3

15 New York Code of Rules and Regulations (NYCRR) Part 6

First Reading: November 27, 2012

Second Reading: December 11, 2012

SUBJECT: SAFETY OF STUDENTS (FINGERPRINTING CLEARANCE OF NEW HIRES)

Unless otherwise authorized in accordance with law and regulation, the District shall not employ or utilize a prospective school employee, as defined below, unless such prospective school employee has been granted a "full" clearance for employment by the State Education Department (SED). The School District shall require a prospective school employee who is not in the SED criminal history file to be fingerprinted for purposes of a criminal history record check by authorized personnel of the designated fingerprinting entity. For purposes of this provision of law, the term "criminal history record" shall mean a record of all convictions of crimes and any pending criminal charges maintained on an individual by the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI). The District shall, however, obtain the applicant's consent to the criminal history records search.

The District shall utilize SED's Web-based application known as *TEACH for instantaneous access to important information about certification and fingerprinting. Through TEACH, SED provides an individual with the ability to apply for fingerprint clearance for certification and/or employment and view the status of his/her fingerprint clearance request. Through TEACH, the School District is able, among other applications, to submit an online request for fingerprint clearance for a prospective employee, view the status of a fingerprint clearance request, and determine whether a subsequent arrest letter has been issued.

Safety of Students

The District will develop internal building and/or program procedures to help ensure the safety of students who have contact with an employee holding conditional appointment or emergency conditional appointment. Such procedures will address the safety of students in the classroom, students attending off-campus activities under the supervision of the School District, and students participating in extracurricular and/or co-curricular activities (including sports and athletic activities).

Safety procedures to be addressed include, but are not limited to, the following: supervision of the employee holding conditional appointment/emergency conditional appointment as determined appropriate by the applicable building/program administrator; and periodic visitations by the building/program administrator to the classroom, program and/or activity assigned to the employee holding conditional appointment/emergency conditional appointment.

"Sunset" Provision for Conditional Appointments/Emergency Conditional Appointments

The provisions in law which permit the conditional appointment and/or emergency conditional appointment of employees pending full clearance from SED shall terminate, in accordance with legislation, on July 1, 2012; and shall be rescinded as Board policy and procedure as of that date (unless subsequent revisions to applicable law provide otherwise).

(Continued)

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Personnel

**SUBJECT: SAFETY OF STUDENTS (FINGERPRINTING CLEARANCE OF
NEW HIRES) (Cont'd.)****Access to TEACH**

Information regarding fingerprinting of new hires, including relevant laws and regulations, frequently asked questions (FAQs), an up-to-date chart for "Who Must be Fingerprinted", and instructions on the fingerprinting process are found on www.highered.nysed.gov/tcert/ospra. To request access to TEACH, e-mail TEACHHELP@mail.nysed.gov.

Correction Law Article 23-A

Education Law Sections 305(30), 305(33), 1604, 1709, 1804, 1950, 2503, 2554, 2590-h, 2854,
3004-b, 3004-c and 3035

Executive Law Section 296(16)

Social Services Law Article 5, Title 9-B

8 New York Code of Rules and Regulations (NYCRR) Sections 80-1.11 and Part 87

First Reading: November 27, 2012

Second Reading: December 11, 2012

SUBJECT: PROFESSIONAL CERTIFICATION: 175 HOURS OF PROFESSIONAL DEVELOPMENT REQUIREMENT

All District employees who hold professional teaching certificates for classroom teaching are required to complete professional development hours to maintain the validity of their certificates. Professional certificate holders must complete 175 hours every five (5) years. The five-year professional development period commences on July 1 after the effective date of the triggering certificate, and each subsequent five-year period thereafter. Each professional development year of the five-year cycle of professional development begins on July 1 and ends the following June 30. The professional development requirement may be completed at any time during the five-year professional development period. The New York Patriot Plan was enacted to recognize members of the military, called to active duty, so that they were not discriminated against in employment or education because of their military status. Professional continuing education requirements for active military are waived during the period of military service or reduced proportionately for partial periods of service during certification. Certifications due to expire during military service are extended for the length of the service plus an additional 12 months after release from service. However, this shall not be construed to permit those who have had certifications revoked or suspended to continue to engage in such professions.

Decisions regarding content, delivery and providers of such professional development are within the purview of the School District and shall be made within the context of the District Professional Development Plan. The Professional Development Plan shall describe how the School District will provide teachers it employs holding a professional certificate with opportunities to maintain such certificates in good standing based upon successfully completing 175 hours of professional development every five (5) years in accordance with Commissioner's Regulations.

If the professional certificate holder wishes to maintain the validity of his/her New York State professional certificate, he/she must satisfy the professional development requirement. Valid license is required for continued employment in the LBCSD. If the certificate holder teaches less than ninety (90) days in a given school year for any reason, including an approved leave, the required hours are reduced by ten percent (10%) for each school year during which this is the case.

District Recordkeeping Responsibilities

If the School District provides professional development to teachers in its schools, or professional development is provided by other entities on behalf of the District, the District must maintain a record of professional development completed by its teachers who are required to complete this requirement. Such records shall include those items enumerated in Commissioner's Regulations Section 100.2(dd)(5):

- a) The name of the professional certificate holder;
- b) His/her teacher certification identification number;

(Continued)

SUBJECT: PROFESSIONAL CERTIFICATION: 175 HOURS OF PROFESSIONAL DEVELOPMENT REQUIREMENT (Cont'd.)

- c) The title of the program;
- d) The number of hours completed; and
- e) The date and location of the program.

These records shall be retained by the District for at least seven (7) years from the date of completion of the professional development by the professional certificate holder and shall be available for review by the State Education Department (SED).

District Reporting Responsibilities

Annually, the School District must report to the New York State Education Department (SED) Office of Higher Education's Office of Teaching Initiatives (OTI) the number of all approved professional development hours completed by each teacher who is employed by the District and subject to the professional development requirement, regardless of the professional development provider.

All hours of completed professional development reported by Districts will become part of the certificate holder's certification record maintained by OTI. Teachers with professional certificates must complete the required number of hours of professional development every five (5) years for their certificates to remain valid.

The School District is required to report professional development hours for its employees online directly via the Web-based computer system TEACH (Teacher Education and Certification Help).

Certificate Holder Responsibilities

All professional certificate holders must keep records of all of their approved professional development activities/programs/coursework, regardless of the provider, for at least seven (7) years from the date of completion of the program and shall be available for review by SED. Such records shall include those items enumerated in Commissioner's Regulations Section 80-3.6(f):

- a) The title of the program;
- b) The number of hours completed;
- c) The sponsor's name and any identifying number;
- d) Attendance verification; and

(Continued)

SUBJECT: PROFESSIONAL CERTIFICATION: 175 HOURS OF PROFESSIONAL DEVELOPMENT REQUIREMENT (Cont'd.)

- e) The date and location of the program.

While it is the responsibility of the District to report hours, it is in the interest of every professional certificate holder to verify that their professional development hours are reported and that their individual record is complete. It is recommended that professional certificate holders develop their personal professional development plan in consultation with the District, and obtain District approval before commencing any professional development activities.

8 New York Code of Rules and Regulations (NYCRR) Subpart 80-3 and Section 100.2(dd)

First Reading: November 27, 2012
Second Reading: December 11, 2012

SUBJECT: THEFT OF SERVICES OR PROPERTY

The theft of services or property from the District by an employee will result in immediate disciplinary action that can lead to dismissal or other penalty, and shall not preclude the filing of criminal or civil charges by the District.

First Reading: November 27, 2012
Second Reading: December 11, 2012

DONORS TO THE LONG BEACH SCHOOL DISTRICT

Adam Langbart	Frances Breckon
Agnes McCarthy	Frances Lodato
Aileen Monahan	Fred Gefen
Alfredo Deangelis	Fred Paschkes
Aline Bowen	Gail Asher
Allegreta Behar-Blau	Gerald Kahan
Amy Isbell	Ira Dizengoff
Andrew Gergel	Jack Seligman
Andrew Stotland	Jackie Oppenheim
Anthony Del Prete	Jacqueline Astrof
Barbara Atlas	Jacqueline Berghorn
Barbara Palmer	James Cofer
Betsy Kotcher	James Gaughran
Beverly Amsel	Jamie Forrest
Brian Moore	Jan Gallant
Brian Oper	Jane Fried
Brian Sheeler	Janice McCreay
Carmela Baudin	Jeffrey Dine
Carol Becker Rubel	Jeffrey Dodge
Carol Frank	Jennifer Jacobsen
Carol Mondschein	Jennifer Sarafin
Carole Cohen	Jennifer Spanier
Carrie Mandel	Jessica Fahy
Charise Leon	Jessica Weiss
Charles Horch	Joan Filloramo
Charnjit Singh	Joan Kohn
Cheryl Eaton	Joan Sheril McCormack
Chris Pasin	Joanne GArroway
Christopher Kearns	John Azzara
Craig Mawdsley	John Cirigliano
Cynthia Krewson	Joseph E Behar
Dale Noto	Joseph Nocella
Darlene Tangney	Judith Nysenholz
Darren Greene	Judy Schwartz
David Fischer	Karen Grass
David Forman	Karen Quinn
David Pauker	Kari Brown
David Roher	Katie Artz
David Weiss	Kelley Flood
Deborah Lehman	Kelly Regan
Deborah Munno	Kenneth Meringolo
Denise Stefanko	Kimberleigh Graphics Inc
Dennis Feinrider	Kimberly Hochschuler
Dina Marie Hannon-Behr	Kimberly Kozlowski
Eileen Lubieniecka	KimMarie Pino
Eleanor Albert	Kraig A Rahe
Elizabeth Diez	Laura Polito
Eric M Freedman	Laura Seeley
Esta Sinclair	Lauren Fine
Felicia Francisco	Lauren Henriquez-Bentine
Fran Haskin	Leanore Hannon

DONORS TO THE LONG BEACH SCHOOL DISTRICT

Leonard Greenwald	Leanore Welz
Linda Barry Silverman Schwartz	Sabrina McMahon
Linda Riach	Samuel Masket
Lisa and Steve Ochs	Sarah All
Lois Mossa	Sarah Chumsky
Lori Bauer	Sean Hurley
Lori Field	Seena Sharp
Lori Gergel	Sharon Kossoy
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