

LONG BEACH PUBLIC SCHOOLS
Long Beach, New York

January 8, 2013

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 – January 8, 2013
Long Beach Middle 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 Meetings of October 30, 2012 and December 11, 2012.
- VI. Presentations of the Superintendent:
 1. Personnel Matters: Certificated
 2. Personnel Matters: Non-Certificated
 3. Contracts
 4. First Reading of Policy #7222: Credential Options for Students with Disabilities
 5. First Reading of Policy #7615: Least Restrictive Environment
 6. First Reading of Policy #7621: Section 504 of the Rehabilitation Act of 1973
 7. Adoption of Policy #5740: Qualifications of Bus Drivers
 8. Adoption of Policy #6170: Safety of Students (Fingerprinting Clearance of New Hires)
 9. Adoption of Policy #6217 Professional Certification: 175 Hours of Professional Development Requirement
 10. Adoption of Policy #6450: Theft of Services or Property
 11. Approval of Amendment to Contract
 12. Approval of Stipulation of Settlement
 13. Acceptance of Donations
 14. Award of Bid
 15. Payment of Legal Bills
 16. 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) Resignations

1. Name: Janelle Smith
Assign./Loc: Part Time Teacher Assistant/high school
Effective Date: December 14, 2012 close of day
2. Name: Melissa Canner
Assign./Loc: Part Time Teacher Assistant/East School
Effective Date: January 3, 2013

(b) Amended Leave of Absence: Maternity/Pregnancy

1. Name: Lauren Behan
Assign./Loc: English Teacher/middle school
Effective Dates: January 2, 2013-June 30, 2013
Original Dates: January 26, 2013-June 30, 2013
2. Name: Adrian Gioulis
Assign./Loc: Special Education Teacher/Lindell School
Effective Dates: March 10, 2013-May 30, 2013
Original Dates: March 10, 2013-April 24, 2013

(c) Leaves of Absence: Pregnancy/Maternity

1. Name: Deborah Arden
Assign./Loc: School Social Worker/Lindell School
Effective Dates: February 1, 2013-June 30, 2013
2. Name: Alison Vaaler
Assign./Loc: Speech & Hearing Handicapped Teacher/Lindell School
Effective Dates: April 26, 2013-May 30, 2013
3. Name: Jessica Chmurzynski
Assign./Loc: Special Education Teacher/middle school
Effective Dates: May 6, 2013-June 30, 2013
4. Name: Devorah Sokol
Assign./Loc: School Nurse/Hebrew Academy of Long Beach
Effective Dates: December 5, 2012-January 16, 2013

1. CERTIFICATED PERSONNEL

(d) Leaves of Absence

1. Name: Rachel Fraser
Assign./Loc: Part Time Teacher Assistant/West School
Effective Dates: November 28, 2012-June 21, 2013
Reason: Personal-displacement
2. Name: Michelle Wolinsky
Assign./Loc: Part Time Teacher Assistant/West School
Effective Dates: September 14, 2012-March 5, 2013
Reason: to accept another position in the district
3. Name: Alexandra Rosenthal
Assign./Loc: Part Time Teacher Assistant/West School
Effective Dates: September 24, 2012-date to be determined
Reason: to accept another position in the district
4. Name: Melanie Muirhead
Assign./Loc: Full Time Teacher Assistant/East School
Effective Dates: January 14, 2013 am-February 6, 2013 (approximate)
Reason: Family Illness

(e) Appointment: Regular Substitute School Social Worker

Name: Maria Thomas
Assign./Loc: Regular Substitute School Social Worker/Lindell School
Certification: Permanent School Social Worker
Effective Dates: January 31, 2013-June 30, 2013 (or earlier at the district's discretion)
Tenure Area: School Social Worker
Salary Classification: MA+40/Step 6 (\$85,211 + \$3,000 stipend per annum) prorated
Reason: To replace Deborah Arden

1. CERTIFICATED PERSONNEL

(f) Appointment: Teachers for Title III LEP Emergency Immigrant Program-grant funded-maximum hours 36-rate of pay \$73.03 per hour

Name	School
1. Edith Guzman	Lindell School
2. Leslie Ling	Lindell School
3. Lisa Rundo	Lindell School
4. Cheryl Carroll	Lido School
5. Sue Gamez	Lido School
6. Kristi Simonetti	Lido School
7. Lorraine Pross	Middle School
8. Grace Parisi	Middle School
9. Elizabeth Sherlock	High School

(g) Appointment: Teachers for Regents/RCT Test Preparation-2012-2013 school year-rate of pay \$73.03 per hour

- Mathematics**
1. David Prince
 2. Aysin Silagy
 3. Rosemary Amorini
 4. Arkadiy Simonovsky
 5. Michelle D'Andrea
- Social Studies**
6. Brian Petschauer
 7. Elizabeth Levin
 8. Diane Maier

- English**
10. Michael Dunn
 11. Maria Hartmann
- Science**
12. Christina Megherian
- Special Education**
13. Cornelius Campbell
 14. Sean Miller

1. CERTIFICATED PERSONNEL

(h) Appointment: Interscholastic Coaches for Spring Season- *subject to negotiations

Sport-High School	Name	STIPENDS*
1. V Girls Badminton	Andrew Rossi	6,337
2. V Baseball Head Coach	Jason Zizza	7,993
3. V Baseball Assistant	Stewart Jamieson	5,871
4. JV Baseball Coach	Eric Krywe	6,975
5. V Softball Head Coach	Carmine Verde	7,980
6. V Softball Assistant	Kerri Rehnback	5,899
7. JV Softball	Toni Papetti	6,863
8. V Girls Lacrosse Head Coach	Rachel Ray	8,519
9. V Girls Lacrosse Assistant	Kyle Pearl	6,366
10. JV Girls Lacrosse Head Coach	Meghan Gallagher	7,327
11. JV Girls Lacrosse Assistant	Ashley Didio	5,494
12. V Boys Lacrosse Head Coach	James Kasper	8,519
13. V Boys Lacrosse Assistant	Jason Pearl	6,366
14. V Boys Lacrosse Assistant	James Stankard	6,366
15. Boys Lacrosse Volunteers	C. Sullivan/M. Paolano	N/A
16. JV Boys Lacrosse Head Coach	Laurence Lopez	7,327
17. JV Boys Lacrosse Assistant	Scott Martin	5,494
18. V Girls Spring Track	Megan Grahfs	8,044
19. V Girls Spring Track Assistant	William Gibson	5,670
20. V Boys Spring Track	Greg Milone	8,044
21. V Boys Spring Track Assistant	Ian Butler	5,670
22. V Track Assistant B&G	Tony Stricklin	5,670
23. V Boys Tennis	Sue Hirschbein Bodnar	6,338
24. V Boys Golf	Robert Maggio	6,065
25. V Girls Golf	Thomas J. Burke	6,065
26. Athletic Trainer	Davis Tobia	8,171
Sport-Middle School		
27. 7 th Grade Baseball	Philip Bruno	4,715
28. 8 th Grade Baseball	John Dunne	4,715
29. 8 th Grade Boys Lacrosse split	Pat Olson John Romano	5,028 split
30. 7 th Grade Girls Lacrosse	Jaclyn Gallinaro	5,028
31. 7/8 Gymnastics	William Muirhead	4,670
32. 8 th Grade Softball	Leo Palacio	4,710
33. 7/8 Boys/Girls Spring Track	Atitya Dendy William Whittaker	4,755
34. 7/8 Girls Tennis	Cristina Camacho	3,753

1. CERTIFICATED PERSONNEL

(i) The following Per Diem Substitute Teachers are recommended for approval for the 2012-2013 school year

NAME	CERTIFICATION AREA
1. Tara Martin	Spanish 7-12 Internship Certificate
2. Alexandra Rosenthal	Initial Early Childhood Education B-2 Initial Childhood Education 1-6 Initial Students with Disabilities B-2
3. Melissa Canner	Initial Students with Disabilities 1-6 (pending) Initial Childhood Education 1-6 (pending)
4. Jillian Peralta	Initial Childhood Education 1-6 Initial ESL (pending)

(j) Per Diem Teacher (.8)

Name:	Margaret Butler
Salary:	\$240.95 per day
Reason:	To replace Michael Dotzler

(k) Approval of Applications for Participation in Study Programs-Spring 2012-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
1. Gillian Bella	\$1,750
2. Yasmeen Valentin	\$675
3. Jacqueline Kupferman	\$675
4. Christopher Webel	\$1,240
5. Ernestina DeBellgarde	\$1,750
6. Diana Armada	\$1,750
7. Sharon Cohen	\$720
8. Stephanie Esposito	\$720
9. Gizelle Conroy	\$720
10. Joshua Anisansel	\$1,780

(l) Reclassifications:

Name	Assignments	New Class	Effective Date
1. Elizabeth Chimienti	Teacher/Elementary	MA+60	9/1/12
2. Lori DeVivio	Teacher/Physical Ed	MA+80	9/1/12
3. Michelle Frank	Teacher/English	MA+50	9/1/12
4. Eileen Fuentes	Teacher/Special Ed	MA+30	2/1/12
5. Lauren Moriarty	Teacher/Special Ed	MA+40	9/1/12
6. Grace Parisi	Teacher/Math	MA+20	9/1/12
7. Giulia Simone-Kessler	Teacher/Elementary	MA+70	9/1/12

2. NON CERTIFICATED PERSONNEL

(a) Leave of Absence

1. Name: Grace Smith
Assign./Loc: Part Time Lunch Aide/Lindell School
Effective Dates: December 19, 2012 pm-January 30, 2013
Reason: Family Illness

(b) Amended Leave of Absence: Personal

Name: Carria Hyacinthe
Assign./Loc: Bus Driver/Transportation Department
Effective Dates: November 3, 2012-February 4, 2013
Original Dates: September 27, 2012 pm-November 3, 2012
Reason: Medical

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

Name: Zbigniew Bujak
Assign./Loc.: Part Time Bus Driver-30 hours/Transportation
Effective Date: January 9, 2013
Probationary End Date: January 9, 2017
Salary Classification: \$24,512* per annum
Grade/Step: Grade II/Step 1
Reason: To replace Carmen Grullon
*Subject to negotiations

(d) Appointment: Part Time Food Service Worker (19 hours)

Name: Gino Lespier
Assign./Loc.: Part Time Food Service Worker/high school
Effective Date: January 9, 2012
Salary Classification: \$13.03* per hour
Grade/Step: Grade I/Step 3
Reason: To replace Anthony Causi
Comment: currently in a 17.5 hour position
*Subject to negotiations

2. NON CERTIFICATED PERSONNEL

(e) Appointment: Part Time Food Service Workers (17.5 hours)

1. Name: Ivy Myers
Assign./Loc.: Part Time Food Service Worker/high school
Effective Date: January 9, 2013
Salary Classification: \$11.99* per hour
Grade/Step: Grade I/Step 1
Reason: To replace Sandra Bonnano
*Subject to negotiations

2. Name: Natasha Dunkley
Assign./Loc.: Part Time Food Service Worker/high school
Effective Date: January 14, 2013
Salary Classification: \$11.99* per hour
Grade/Step: Grade I/Step 1
Reason: To replace Gino Lespier
*Subject to negotiations

(f) The following per diem personnel are recommended for approval for 2012-2013 school year:

NAME	POSITION
1. Ivy Myers	Food Service
2. Milkan Teehera	Teacher Assistant

3. CONTRACTS

(a) AGREEMENT: LONG BEACH PUBLIC SCHOOLS AND THE ASPPG

BE IT RESOLVED, the Board of Education approves the Agreement between the negotiating representatives of the Long Beach Public Schools and the Administrative, Supervisory and Pupil Personnel Group, dated December 17, 2012.

(b) AGREEMENT: LONG BEACH CLASSROOM TEACHERS ASSOCIATION

BE IT RESOLVED, the Board of Education approves the Agreement between the negotiating representatives of the Long Beach Classroom Teachers Association, dated December 18, 2012.

(c) AGREEMENT: LONG BEACH SCHOOL EMPLOYEES ASSOCIATION

BE IT RESOLVED, the Board of Education approves the Agreement between the negotiating representatives of the Long Beach School Employees Association, dated December 19, 2012.

3. CONTRACTS

4. FIRST READING OF POLICY #7222: CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES

5. FIRST READING OF POLICY #7615: LEAST RESTRICTIVE ENVIRONMENT

6. FIRST READING OF POLICY #7621: SECTION 504 OF THE REHABILITATION ACT OF 1973

7. ADOPTION OF POLICY #5740: QUALIFICATIONS OF BUS DRIVERS

8. ADOPTION OF POLICY #6170: SAFETY OF STUDENTS (FINGERPRINTING CLEARANCE OF NEW HIRES)

9. ADOPTION OF POLICY #6217: PROFESSIONAL CERTIFICATION: 175 HOURS OF PROFESSIONAL DEVELOPMENT REQUIREMENT

10. ADOPTION OF POLICY #6450: THEFT OF SERVICES OR PROPERTY

11. APPROVAL OF AMENDMENT TO CONTRACT

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves an amendment dated September 14, 2012, to the agreement for consulting services relating to curriculum and instruction projects.

12. APPROVAL OF STIPULATION OF SETTLEMENT

BE IT RESOLVED, that the Board of Education of the Long Beach City School District hereby approves and authorizes the Board President to execute an agreement with the family of a student whose number is 70213.

13. 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.

14. AWARD OF BID: Bid #769 Out of District Transportation

WHEREAS, the district placed legal notice advertising a bid for Out of District Transportation [bid #769] in the official district papers on December 27, 2012, and mailed bid documents to 6 vendors; and

WHEREAS, the district, in accordance with Article 5-A of the General Municipal Law, invited bids for Out of District Transportation [bid #769], which bids were opened publicly on January 3, 2013; and

WHEREAS, First Student and Acme Bus were the lowest responsible bidders on the Out of District Transportation [bid #769];

THEREFORE, BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby determines that First Student and Acme Bus were the lowest responsible bidders on the Out of District Transportation [bid #769] and approves the award of the Out of District Transportation [bid #769] to First Student and Acme Bus.

15. PAYMENT OF LEGAL BILLS

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes expenditures in the amount of \$4,966.67 to the firm of Ingerman Smith, LLP for the monthly retainer and extraordinary legal services rendered during the period of November 1, 2012 through November 30, 2012.

16. 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.

Students

SUBJECT: CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES

The Board of Education is committed to ensuring that students with disabilities are provided appropriate opportunities to earn a high school diploma in accordance with the provisions of Commissioner's Regulations Section 100.5. However, through June 30, 2013, when necessary, the District may award high school Individualized Education Program (IEP) diplomas to students with disabilities.

Beginning on July 1, 2013 and thereafter, IEP diplomas will be eliminated as a graduation option for students with disabilities. Pursuant to Commissioner's Regulation Section 100.6, a Skills and Achievement Commencement Credential will be available for students with severe disabilities who have been designated to take the New York State Alternative Assessment. Pursuant to Commissioner's Regulation Section 100.5, the Local Diploma Compensatory Option will be available for those students with disabilities who are pursuing a Local Diploma.

Students pursuing either a Regents or a local high school diploma must acquire a certain number of units of credit in specified courses and also meet subject sequence requirements. It is critical that students with disabilities be provided access to the required courses and testing programs needed for graduation with these awards.

Regents Diploma Requirements

To earn a high school Regents diploma, all students, including students with disabilities, need to take and pass five (5) specific Regents examinations with a score of 65 or higher and earn twenty-two (22) units of credit. The required Regents Examinations are English, Mathematics, Science, Global History and Geography, and U.S. History and Government.

Local Diploma Safety Net Options for Students with Disabilities**Students with Disabilities Entering Grade 9 Prior to September 2011**

Students with disabilities who first enter grade 9 prior to September 2011 may earn credit toward a Local Diploma by:

- a) Achieving a score of 55-64 on any or all Regents Examinations required for graduation (English, Mathematics, Science, Global History and Geography, and/or U.S. History and Government); or
- b) Passing the corresponding Regents Competency Test (RCT) of a failed required Regents Examination.

The school may administer the RCT before or after the Regents Examination, but in all cases the student **MUST** take the required Regents Examination in order to earn the Local Diploma.

(Continued)

Students

SUBJECT: CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES (Cont'd.)

The RCT Examinations shall remain available until the student graduates or reaches the age of twenty-one (21). This provision of law applies only to students with disabilities who are entitled to attend school pursuant to Education Law Section 3202 or 4402(5).

Students with Disabilities Entering Grade 9 after September 2011

The option to take the Regents Competency Test (RCT) will not be available for any students entering Grade 9 beginning in September 2011 and thereafter. The student's grade level is based on the grade in which the student was enrolled during the school year (September to June) prior to September 2011. While the RCT safety net ends with the class of students that entered Grade 9 during the 2010-2011 school year, the local diploma option remains available to all students with disabilities provided they earn a score of 55-64 on one (1) or more required Regents examinations.

Local Diploma Compensatory Option

As of October 31, 2012, the Board of Regents has provided an additional option for students with disabilities to earn a local diploma. This option is known as the Local Diploma Compensatory Option.

To earn a local diploma using this compensatory option a student must:

- a) Score between 45-54 on one (1) or more of the required Regents exams, other than on the English Language Arts (ELA) or the mathematics exams, in which case the lower score(s) can be compensated by the higher scores;
 1. A score of at least 55 must be earned on both the ELA and mathematics exams;
 2. A score of 65 or higher on a single examination may not be used to compensate for more than one exam; and
- b) Obtain a passing grade that meets or exceeds the required passing grade by the school, for the course in the subject area of the Regents examination in which he or she received a score of 45-54; and
- c) Have a satisfactory attendance rate in accordance with the District's or school's attendance policy for the school year during which the student took the examination in which he or she received a score of 45-64, exclusive of excused absences; and
- d) Not already be using a passing score on one or more Regents Competency Tests (RCTs) to graduate with a local diploma. A student may not use the compensatory score option if he or she is using a passing score on one (1) or more RCTs to receive a local diploma.

(Continued)

Students

SUBJECT: CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES (Cont'd.)

A student meeting all of the necessary components listed above, using the compensatory option, may be issued a local high school diploma.

High School Individualized Program (IEP) Diplomas (Available through June 30, 2013)

Each individualized education program (IEP) diploma awarded shall be accompanied by a written statement of assurance that the student named as its recipient shall continue to be eligible to attend school until the student has earned a high school diploma or until the end of the school year of such student's twenty-first (21st) birthday, whichever occurs first.

Students will no longer be awarded an IEP diploma after July 1, 2013 pursuant to the addition to Commissioner's Regulations in Section 100.9(g). Students who are currently on track to receive an IEP diploma prior to June 30, 2013 must be given prior written notice that students continue to be entitled to a free appropriate public education until the end of the school year in which the student turns age twenty-one (21) or until the receipt of a regular high school diploma.

The Superintendent shall report to the State Education Department, within fifteen (15) days after the June graduation, the total number and the names of the students awarded IEP diplomas that school year.

Skills and Achievement Commencement Credential

Beginning with the 2013-14 school year and thereafter, the Board of Education or the trustees of a school district **shall**, and the Principal of a nonpublic school **may**, issue a skills and achievement commencement credential to a student who has taken the New York State Alternative Assessment for students with severe disabilities.

Prior to awarding the skills and achievement commencement credential, the governing body of the School District shall ensure that:

- a) The student has been recommended by the Committee on Special Education (CSE) to take the alternate assessment in lieu of a required State assessment;
- b) Such student meets the definition of a student with a severe disability as defined in Section 100.1(t)(2)(iv); and
- c) The student has been given appropriate opportunities to participate in community experiences and development of employment and other instructional activities to prepare the student for post-secondary living, learning and employment.

The credential option may be issued at any time after a student has attended school for at least twelve (12) years, excluding kindergarten, or has received a substantially equivalent education elsewhere, or at the end of the school year that the student turns twenty-one (21) years of age.

(Continued)

Students

SUBJECT: CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES (Cont'd.)

The skills and achievement commencement credential shall be similar in form to the diploma issued by the School District except the credential must contain a clear annotation on it that it is based on alternate academic achievement standards.

The credential shall be issued with a summary of the student's academic achievement and functional performance as defined by Commissioner's Regulations Section 200.4(c)(4).

If the student receiving the credential is less than twenty-one (21) years of age, the credential shall be accompanied with a written statement of assurance that the student receiving the credential is eligible to attend the public schools without payment of tuition until the student has either received a regular high school diploma or until he/she turns age twenty-one (21), whichever occurs first.

Information regarding graduation requirements, including the local diploma option and the appeals process, may be found at: <http://www.p12.nysed.gov/part100/pages/1005.html>

Education Law Sections 3202 and 4402(5)
8 NYCRR Sections 100.5(a-f), 100.6, 100.9 and 200.5

First Reading: January 8, 2013

Students

SUBJECT: LEAST RESTRICTIVE ENVIRONMENT

Least restrictive environment means that placement of students with disabilities in special classes, separate schools or other removal from the regular educational environment occurs only when the nature or severity of the disability is such that even with use of supplementary aids and services, education in regular classes cannot be satisfactorily achieved. The placement of an individual student with a disability in the least restrictive environment shall:

- a) Provide the special education and related services, as well as supplementary aids and services, needed by the student. The term "related services" does not include a medical device that is surgically implanted, the optimization of the device's functioning (e.g., mapping), maintenance of, or the replacement of such device;
- b) Provide for education of the student to the maximum extent appropriate to the needs of the student with other students who do not have disabilities; and
- c) Be as close as possible to the student's home.

The District has an obligation, pursuant to law and regulation, to educate students with disabilities in the least restrictive environment. The School District shall ensure that:

- a) Placement is based on the student's individualized education program and determined at least annually;
- b) Placement is as close as possible to the student's home, and unless the student's individualized education program requires some other arrangement, the student shall be educated in the school he/she would have attended if not disabled;
- c) In selecting the least restrictive environment, consideration will be given to any potential harmful effect on the student or on the quality of services that he/she needs; and
- d) A student with a disability will not be removed from education in age-appropriate regular classrooms solely because of needed modifications in the general education curriculum.

The District shall ensure that a continuum of alternative placements, in accordance with law and/or regulation, will be available to meet the needs of students with disabilities. To enable students with disabilities to be educated with nondisabled students to the maximum extent appropriate, specially designed instruction and supplementary services may be provided in the regular class, including, as appropriate, related services, consultant teacher services, paraprofessional support, resource room services, integrated co-teaching, and special class programs within the general education classroom.

Individuals with Disabilities Education Act (IDEA) 20 USC Section 1400 et seq.
34 CFR Part 300
Education Law Sections 4401-4410-a
8 NYCRR Sections 100.5, 100.9, 200.1(cc), 200.1(qq), 200.2(b), 200.4 and 200.6

First Reading: January 8, 2013

Students

SUBJECT: SECTION 504 OF THE REHABILITATION ACT OF 1973

The Board of Education affirms its compliance with those sections of the Rehabilitation Act of 1973 dealing with program accessibility.

Section 504 of the Rehabilitation Act prohibits discrimination against qualified individuals with disabilities in federally assisted programs or activities solely on the basis of disability. The District shall make its program and facilities accessible to all individuals with disabilities.

The District shall also identify, evaluate and extend to every qualified student with a disability under Section 504 a free, appropriate public education, including modifications, accommodations, specialized instruction or related aids and services, as deemed necessary to meet their educational needs as adequately as the needs of non-disabled students are met.

The District official responsible for coordination of activities relating to compliance with Section 504 is the Superintendent of Schools or his/her designee. This official shall provide information, including complaint procedures, to any person who feels his/her rights under Section 504 have been violated by the District or its officials.

Americans With Disabilities Act, 42 USC Section 12101 et seq.
Individuals with Disabilities Education Act (IDEA), 20 USC Section 1400 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.
28 CFR Part 35
34 CFR Parts 104 and 300

NOTE: Refer also to Policy #3420 -- Non-Discrimination and Anti-Harassment in the School District

First Reading: January 8, 2013

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
Adopted: January 8, 2013

Personnel

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)

**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

Adopted: January 8, 2013

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
Adopted: January 8, 2013

2012

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Personnel

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
Adopted: January 8, 2013

Donors - Personal and Corporate						
Last Name	First Name	Company	Last Name	First Name	Company	
Ashmead	Kim		Goldstein	Neal & Nancy		
Angarola	Mark and Allison		Gimpel	Daniel	Rising Stars	
Bischoff	Robin	Mineola PTA	Waters	Kevin	MSG Varsity	
Stein	Tony	Camp Echo Lake	Stern	Jennifer		
Okeefe Family			Rudnitsky	Lee	Applied Group	
Glazer	Tom & Betsy	Graphic Image	Teyring	Tim	Eyring Construction	
Panetta	Michelle & Alexis	Barbara & Reginer	Baumann	Eileen David		
Calhoun Track Team		c/o Calhoun HS Athletic Dept.	Behar	Eve & Luca	given by J. Behar	
	Maddie		Quick	Audrey		
Buckman	Richard	LECSA EAP	Falk	Pamela		
Buckman	John		Bernardo	Kenneth		
Schwartz	Dianne		Koslow	Michael		
Elliott-Engel	Laura		Ramirez	Luz		
Bravo	Sophia		Zucal	Emily	Lakeville School	
Levenson	Jared	Roslyn Middle School			Lakeville School PTA	
Madison	Laura	Boy Scout Troop 480	DeBruin	Mary		
Gaeta	Mark	Akers Business Solutions	Romeo	Rosemary		
Hanavan	Anna Mary		Parker	Jean		
Gerstman	Daniel	David Lerner Asso	Behar	Joseph	c/o Eve & Luca	
Arzt	Judy	Univ of St. Joseph College	Teter	Margaret		
Horowitz	Jason & Nicole		Moseman	Elizabeth		
Habler, Trustee	Adam	Roslyn Sch Dis Students	Breckon	Frances		
Lauro, Jr.	Dr. Dennis	Pelham School Dis & PTA	Rosmarin-Pi	Lauri		
Cullen	Gina	Heinemann Publishing Co	Neumiller	Nancee		
Hoffman	Joseph		Macaluso	Jonathan		
Mazur	Jaclyn		Skodol	Laura & Andy		
Tagliagambe	Paul		Aroschas	Gabrielle		
Myers	Ariel		Guberman	Laurence		
Brownell	Richard		Holke	Steven		
Gatta	Gregory		Anaconda Sports			
Flaschen	Evan		Oberst	Francine		
Francisco	Felicia		Roth	Zachary	c/o Hunters Search group	
Kennedy	Bethany		Shipley	Nan	The Bookies Bookstore	
Marks	Kristine				Burr Intermediate Sch	

Last Name	First Name	Company	Last Name	First Name	Company
Silverman	Shari		Acerno	Jessica	Covert School
Sims	Julie		Simmons	Adriane	Discount School Supply
Elick	Lynne & Andrew				Parkway Elem Sch
Coletti	Joyce				Eastplain Elem Sch
Praeder	Erica		Simon	Laura	
Barnett	Artie	Schwartz Elem Sch	Henderson	Debby & Bruce	
Lampert	Ryder		Ocello	Gina	Girl Scout Leader
Assor	Jamie	Mary A. Hubbard Sch	Bamberger	Marlowe	PTA of PS 116
Lizama	Susanna	Stephanie Joyce Kahn Foundation	Smith	Brett	
Mendelsohn	Matt		Richards	Dianne	
Isbell	Amy		Pappo	Ricki	
Worthington	Becca	Association of American Publishers	Kelleher	Jeanette	
Jordan	Tina	Children's Library Marketing Committee	Colligan	James	
Gerstman	Dan		Liguori	Michael	
Schwartz	Jennifer	Brownie Group	Niki	Minako	
Schaeffer	Eric	P.S. 199	Noto-Meyer	Joanne	
Stern	Sandi & Alex		Antonacci	Anna	
Levy	V.		Russo	Vincent	
Fingerman	Jayne & Josh		Bitz	Anthony	
Applegate	Liz		Golembeski	Gerry	
Schwartz	Stacey	Jackson Elem Jericho Sch Dis	Bachner	Lisa	
Marie	Diana	Norwood Ave Elem Northport Sch Dis	Williams	David	Seabrook Intermediate
Marie-Difeo	Toni		Cole	Ami	William St. Sch
Brennan	Martha	Really Good Stuff	Bambino	Jennifer	
Cohen	Karen	Curriculum Assoc	Seligman	Doris M.	
Masters	Don		Wren	Cecile	
Grunfast	Erika		Kirschenbau	Richie	The Shoe Box
Higgins	Laurie		Steele	Dr. Gail	Wheeler Ave Sch #13
Brownie Troop #9-4771			Surf for All		
Pensak	Sandy	Hewlett Elem	Mule	Marcia	
Coke Cohen	Vanessa		Cain	Rhea	
Fried	Sara		Chiofalo	Mary Clare	
Taub	Phyllis & Richard		Quinton	Jane	
Vicki Terenzi	Allison Halloran	Cold Spring Harbor HS	Brennan	Niall	
Taggios	Corrine		Fried	Robin	
			Santos	Nuno	

Last Name	First Name	Company	Last Name	First Name	Company
Kaskel	Marcia		Maurer	Lisa	
Osinoff-Sutton	Wendy	Daniel Gale Realtor	Heffernan	Susan	
Hatwood	Errin	Great Neck ALC	Kasper	Jeffrey	
Heaney	Steven	Alpha Omega Theta Fraternities of Nassau	Meyer-Bolan	Paul Collins	City of Glen Cove
Jones	Suzanne		Katz	Deborah	
Simms	Julie		Katz	Marisa	
Francis family	Mrs. Cruz	Ohioyle Prints, Inc.	Reiser	Linda	
Lee	Susan	Brandeberg Elem	Curtin	Diane	
Lord	Cynthia	Garden City MS author	Reisman	Eric	Reisman Video Productions
Anonymous			Schenker	Gary	
Laude	Laura	Shore Road Sch	Zerwitz	Judith	
Earnhart	Stanton		Cohen	Susan	
		Walt Whitman Elem	Harris	Norma	
Katzman	Rachel		Sidakaro	Mr. & Mrs. Boaz	
Glen Cove	DPW Employees		Rosenberg	Mr. Leslie	
City Hall	Angelo Albanese	James Klimaszewski	Eugenio	Phyllis	Aprile Kennedy
Dep. Mayor Ma	Anthony Basile	Joseph Luzynski	Seifert	Richard & Ellen	Mike Quick
Kathy	Christopher Berka	John McKenna	Lueders	Erin	MetLife
Donna Marino	Mario Calderon	Andrew Morra			Fed Ex
Susan Tripp	Joseph Carucci Jr.	Derek Morra			School Specialty Classroom
	Chris Comitino	Thomas O'Rourke	Jasper	Jeffrey	Syosset Schools
Water	Ralph Comitino	Nick Pertrefere	Kranz	Dikky	Syosset Schools
Eli Fazzalori	Cezary Duda	Douglas Poncet			Blue Point Elementary
Herb Ricco	Salvatore Gallace	Gary Puetzer			Home Depot
Jimmy Ziegen	Emanuel Grella	Michael Salentino	Driscoll RN	Terry	West Village Elemen School
Collins	Sam Morano	Gary Valeo	Evangelist	Laura	Area Cooperative Ed Serv
	Jose Benitz	Oswaldo Ventura	Hartmann	Melissa	Jeffrey Elementary School
Guzzi	Diana	Bowen Elementary School			Ryerson Eleme School
4th Grade		Paumanok Elementary Sch			Island Ave Elem School
Little, MPH, AE Ann	Ann	American Lung Asso of the NE	Valentine	Lisa	
Malaga	Stanley		Lachmund	Jamie	
Kreinces	Matt & Melissa		Fried	Andrew	
Blette	Brette	Kingston Intermediate Sch	Bakota	Regina	
Kossoy	Sharon		Wolinsky	Arlene	
Goerler	Joanne		Albert	Miriam	

Last Name	First Name	Company	Last Name	First Name	Company
Mangiardi	Charles		Comstock	Charles	
Schnabel	Gia		Cunningham	Kathleen	
Schechter	Janet		Richman	Steven	
Moloney	Denise		Lutjen	Eric	
Hirsch	Betsy		Armentor	Donna	
Stritzi	Alison		Doherty-Keni	Rosaleen	
Van Hoorn	Judith		Elias	Jane	
DeLuca	Mary Julia		Droser	Carolyn	
Page	Nicole		Goto	Taito	
Doyle	Joanne		Neill	Kayla	
Hall	John		Rudikoff	Joel	
Sharzer	Carolyn	Axel Hair Designs	Behrens	Laurence	
Wind	Lois	Lois Sharzer Assoc	Colligan	James	
Henry	Nancy	Miller Elementary Sch	Zelinger	Jennifer	
Goudis	Edward	GT Law	Burfield	Patricia	
Facer	Richard	COO Herbalife	Guerin	Patricia	
Cunningham	Stephen	Staples Advantage	Weitzman	Lynn	
	Kathleen	Bank of America	Fineman	Lewis & Ann	
		Medco Sports Medicine	Parents Club		Valley Stream S. HS
Baker	Lisa		Nigg	Clemens	Steri Technologies
Fetterman	Mindy		Kizemi	Patrice	Blackheath PTA
Hornish	Ashley		Pritt	Brian	
Ryan	Dr. Carolyn		Mendelsohn	Matt	
Morvant	Brian	BPC Group LLC	Trum	Victoria	
Myers	Ariel		Hartmann	Gail	
Cork	Deborah	Scholastic Ed Publishing	Jarskey	Jennifer	
Maira	Lisa	Mitchell School	Noss	Goeffrey	
Stern & Family	Bonnie	Blackheath PTA	Nachman	Liz	
Krzeminski	Patrice		Freeman	Peter	
O'Keefe & Fam	Tyler	Allegheny Crane Rental	Lord	Deirdre	
Owens	Jason	Herricks Music Department	Linden	David	
		Norwalk Youth Symphony	Kelley	B	
McAuley	Andrew		Fleisher	Howard	
Brienza	Amanda		Lutjen	George	
Gilchrist	Candice		Lutjen	Frances	
			Brown	Debby	

APPLICATIONS FOR USE OF SCHOOL FACILITIES

<u>Organization</u>	<u>Purpose</u>	<u>Facility Requested</u>	<u>Date Requested</u>
Long Beach Recreation/Coalition to Prevent Underage Drinking	Youth Activities during Recess	Lindell Gymnasium, Cafeteria and Auditorium	12/26/12-12/28/12; 2 PM- 10 PM
Long Beach Recreation	Recreation Dept. activities	HS Pool, Locker Room, Washroom	1/2/13 – end of school year; 8 PM – 10 PM
Long Beach Recreation	Basketball	Lindell Gymnasium	Sundays – 1/27/13 thru 4/7/13; 9AM-5PM
Long Beach Recreation	Exercise, Movies, Bootcamp, yoga	Lindell Gymnasium, Cafeteria, and Auditorium	Sundays - 1/27/13 thru 4/7/13; 9 AM – 5 PM
LBCTA	Meeting	Middle School Teacher's Cafeteria	4 PM – 6 PM
Long Beach Public Library	Meeting	HS Cafeteria	1/23/13; 8– 9:30 PM
The Dance Loft	Dance Recital	High School – Auditorium, Bathroom, Rooms 259-260, Bandroom	6/9/13; 8:30 AM-12:30PM; 2:30 PM – 5:30 PM
Long Beach Theatre Guild	Rehearsals and play	Lindell – Auditorium	1/14/13-4/22/13 7 – 10 PM
Girl Scout Troop 2126	Meetings	East School Room 7A	10/18/12 thru 4/25/13 2 Thurs per month 6PM - 7:15 PM
Girl Scout Troop 2166	Meetings	East School Room	10/26/12 thru 6/7/13 every other Fri. 3:30-5 PM
Denis Kelly	Hurricane Advice	Lindell Auditorium	1-10-12; 7PM
Long Beach Recreation	Wrestling	LBHS cafeteria	1/2/13 thru 3/6/13 Mons & Weds 5:45PM -9 PM
LBHS Theatre Dept.	Rehearsals and show	LBHS auditorium	12/29/12 thru 1/12/13 Details attached