

**LONG BEACH PUBLIC SCHOOLS**  
**Long Beach, New York**

February 26, 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 – February 26, 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
  - *Presentation – Tax Cap and Budget Preview – Michael DeVito*
- III. Board of Education Comments
- IV. Questions and Comments from the Public - Items on Tonight's Agenda Only
- V. Approval of Minutes of Special Meeting, Executive Sessions, and Regular Meetings of January 29, February 6 and February 12, 2013
- VI. Presentations of the Superintendent:
  1. First Reading of Policy #5323: Use of Surveillance Cameras in the School District
  2. First Reading of Policy # 3120: Wall of Fame
  3. Second Reading of Policy #2320: Attendance by Board Members at Conferences, Conventions, and Workshops
  4. Second Reading of Policy #5230: Acceptance of Gifts, Grants and Bequests to the School District
  5. Second Reading of Policy #5410 Purchasing
  6. Adoption of Policy #7222: Credential Options for Students with Disabilities
  7. Adoption of Policy #7615: Least Restrictive Environment
  8. Adoption of Policy #7621: Section 504 of the Rehabilitation Act of 1973
  9. Adoption of School Calendar
  10. Acceptance of Donations
  11. 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

1. **FIRST READING OF POLICY #5325: US OF SURVEILLANCE CAMERAS IN THE SCHOOL DISTRICT**
2. **FIRST READING OF POLICY #3120: WALL OF FAME**
3. **SECOND READING OF POLICY #2320: ATTENDANCE BY BOARD MEMBERS AT CONFERENCES, CONVENTIONS AND WORKSHOPS**
4. **SECOND READING OF POLICY #5230: ACCEPTANCE OF GIFTS, GRANTS AND BEQUESTS TO THE SCHOOL DISTRICT**
5. **SECOND READING OF POLICY #5410: PURCHASING**
6. **ADOPTION OF POLICY #7222: CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES**
7. **ADOPTION OF POLICY #7615: LEAST RESTRICTIVE ENVIRONMENT**
8. **ADOPTION OF POLICY #7621: SECTION 504 OF THE REHABILITATION ACT OF 1**
  
9. **ADOPTION OF THE 2012-2013 SCHOOL CALENDAR**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the 2013-2014 School Calendar.

**10. 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.

**11. 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.

Non-Instructional/Business  
Operations**SUBJECT: USE OF SURVEILLANCE CAMERAS IN THE SCHOOL DISTRICT**

The Board of Education recognizes its responsibility to promote and foster school safety and ensure a safe and effective learning environment. After having carefully considered and balanced the rights of privacy with the District's duty to promote discipline, health, welfare and safety of staff and students, as well as that of the general public who has occasion to use school facilities, the Board supports the use of surveillance cameras when necessary in its schools, its buses and/or on school grounds. District surveillance cameras will only be utilized in public areas where there is no reasonable expectation of privacy and in areas deemed to be at risk for either vandalism or student misconduct. Audio recordings shall not be utilized by the School District officials; such prohibition does not preclude the use of audio recordings by law enforcement officials in accordance with their official duties and/or as otherwise authorized by law. The security cameras are implemented as a passive system, in that no individual or group is designated to view live events on a minute by minute basis. Surveillance cameras will not be used to observe and/or evaluate the performance of all staff.

To further the Board's objective, the School District's District-wide Safety Team shall meet as appropriate and/or deemed necessary to develop, implement and review District and building level safety practices. The Team shall also make recommendations to the Superintendent regarding the implementation and use of surveillance cameras as authorized by the Board of Education. The Superintendent shall retain final decision-making authority regarding the recommendations of the Safety Team; and he/she shall notify the Board as to the procedures to be implemented with regard to the use of surveillance cameras by the School District.

In determining the most appropriate use and implementation of surveillance cameras in the schools, school buses and/or on school grounds, the District-wide Safety Team's recommendation will be guided by, at a minimum, the following considerations:

- a) Demonstrated need for the device at designated locations;
- b) Appropriateness and effectiveness of proposed protocol;
- c) The use of additional, less intrusive means to further address the issue of school safety (e.g., restricted access to buildings, use of pass cards or identification badges, increased lighting, alarms);

Non-Instructional/Business  
Operations

- d) Right to privacy and other legal considerations (which should be referred to the School Attorney for review and compliance with applicable laws and regulations); and
- e) Expense involved to install and to maintain the use of surveillance cameras at designated locations, including school buses and/or on school grounds.

Any video recording used for surveillance purposes in school buildings, school buses and/or on school property shall be the sole property of the District and the Superintendent or his/her designee will be the custodian of such recordings.

Requests for viewing a video recording must be made in writing to the Superintendent or his/her designee and, if the request is granted, such viewing must occur in the presence of the Superintendent or his/her designee. Under no circumstances will the District's video recording be duplicated and/or removed from District premises unless in accordance with a court order and/or subpoena and/or at the discretion of the Superintendent.

**Signage/Notification Regarding Use of Surveillance Cameras in School Buildings, School Buses and/or on School Grounds**

Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school buildings notifying students, staff and the general public of the District's use of surveillance cameras.

Students and staff will receive additional notification, as appropriate, regarding the use of surveillance cameras in the schools, school buses and/or on school grounds. Such notification may include, but is not limited to, publication in the District calendar, employee handbook, and student handbook. Such notification does not preclude, as deemed appropriate by administration, the discussion of the use of surveillance cameras with staff and students to heighten awareness and help foster a sense of security.

First Reading:	November 13, 2007
Second Reading:	December 11, 2007
Approved as Amended:	January 14, 2008
Revised 1 <sup>st</sup> Reading:	February 26, 2013

**Community Relations****SUBJECT: WALL OF FAME**

The Board of Education acknowledges that the operation of the Wall of Fame is a responsibility of the Board of Education

**Purpose**

The purpose of the Wall of Fame is to recognize present or former members of the Long Beach community/alumni who have:

- substantially contributed to the betterment of the Long Beach community (have exhibited civil and or community accomplishments through service, volunteer work or philanthropic endeavors);
- distinguished themselves in society;
- excelled in their chosen field.

**General Criteria**

1. Graduated five (5) or more years from Long Beach High School or be a teacher/coach/staff member of the Long Beach Public Schools for more than ten (10) years; or
2. Associated with the Long Beach community for a period of not less than ten (10) years (no more than one nominee in this area may be considered per year);
3. Achieved notable employment/career achievements within their chosen fields;
4. The major contribution may have been in the nature of any of the following:
  - a) academics,
  - b) athletics,
  - c) the arts,
  - d) contribution to society.

**Nominations**

Annually, nominations may be made to the Selection Committee through the Superintendent of Schools using the attached nomination form. Anyone may submit nominees.

Nominees will be selected without regard to race, creed, color, sex, sexual orientation, national origin, religion, age or disability.

## Community Relations

**SUBJECT: WALL OF FAME – continued**

### **Selection Committee**

There will be fifteen (15) members to select the honorees. A quorum must be present to select honorees. Representatives, or their designees, will be as follows:

- No more than two (2) members of the Board of Education;
- Board member designees (3) (from Board members not on the committee);
- Athletic Director (1);
- High School Principal (1);
- Booster Club Member (1);
- Past Wall of Fame Honoree (1);
- Retiree (1);
- One Member from each union for a total of 3: LBCTA (1), ASPPG (1), Long Beach School Employees Association (1);
- PTA (1);
- LBHS Student President of GO (1).

The Director of Athletics, or in his absence the High School Principal, shall serve as chair of the committee. The Wall of Fame committee shall be charged to review all nominations received, to seek such additional information as it determines it may need to make informed decisions as to the worthiness of nominees and to recommend no more than five (5) nominees for final consideration by the Board of Education for selection to the Wall of Fame. This committee will meet annually with as much frequency as is needed to complete selection of inductees from nominations.

### **Inductees**

No more than five inductees may be identified.

### **Induction Ceremonies**

The induction ceremony will take place on the Saturday of Homecoming Weekend. Public announcement and release of names of the honorees shall take place at the induction ceremony.



## Community Relations

**SUBJECT: WALL OF FAME – continued****Timeline:**

February/March	The Board of Education shall publicize that nominations may be made for the Wall of Fame.
Prior to June 1 <sup>st</sup>	Board member designees (a resident of the district, but not an employee) shall be determined by the Board of Education.
June 1st	Nominations will be closed.
On or about June 1st	Superintendent forwards nominations to Wall of Fame Committee.
No later than June 15th	Committee forwards nominee names to the Board of Education.
No later than June 30 <sup>th</sup>	The Board of Education shall have met in executive session to determine final appointees to the Wall of Fame, which may be all or a subset of the nominees forwarded from the Committee.

**Display Area**

An area in the high school accessible to the public will be set aside and be labeled the "Wall of Fame". In this area plaques will be hung honoring the selected individuals who qualify. Individual plaques will name the Wall of Fame recipient and briefly describe the contributions he/she has made.

***ADDENDUM***

With respect to the Long Beach School District's 100<sup>th</sup> anniversary, or for other periodic anniversaries, other criteria not withstanding, the aim is to recognize present or former members of the community who at some point in their lives have made a substantial contribution to the Long Beach Schools, the Long Beach community and/or the nation and world at large. For those celebrations, the Board of Education will determine the number of honorees.

With respect to the nomination of an individual to the 100<sup>th</sup> anniversary or to other periodic anniversaries, such nomination will be recommended by the appointed anniversary committee to the Wall of Fame committee.

Adopted: April 8, 1997  
 Revised: March 22, 1999  
 April 23, 2002  
 April 13, 2010  
 June 7, 2011

**Addendum – 1<sup>st</sup> Reading – 2-26-13**



## Internal Operations

**SUBJECT: ATTENDANCE BY BOARD MEMBERS AT CONFERENCES,  
CONVENTIONS AND WORKSHOPS**

The Board believes that continuing in-service training and development are important for its members. The Board, therefore, encourages the participation of all members at appropriate school board conferences, conventions and workshops which are believed to be of benefit to the School District. However, in order to control both the investment of time and funds necessary to implement this policy, the Board establishes the following guidelines:

- a) A calendar of school board conferences, conventions and workshops shall be maintained by the Board Clerk. The Board will periodically decide which meetings appear to be most likely to produce direct and indirect benefits to the School District. At least annually, the Board will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
- b) Funds for participation at such conferences, conventions, workshops and the like will be budgeted for on an annual basis. When funds are limited, the Board will designate which members are to participate at a given meeting.
- c) Reimbursement to Board members for all actual and necessary registration fees, expenses of travel, meals and lodging, and all necessary tuition fees incurred in connection with attendance at conferences and the like will be in accordance with established regulations for expense reimbursement.
- d) When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

The authorization for Board members to attend a conference, convention, workshop and the like shall be by Board resolution adopted prior to such attendance. However, the Board, in its discretion, may delegate the power to authorize attendance at such conferences to the President of the Board of Education.

Where authorization has been delegated to the President of the Board, no expense or claim form shall be paid unless a travel order or similar document signed by the President is attached to such form, authorizing the claimant to attend the conference.

Education Law Section 2118  
General Municipal Law Sections 77-b and 77-c

First Reading: February 12, 2013  
Second Reading: February 26, 2013

**SUBJECT: ACCEPTANCE OF GIFTS, GRANTS AND BEQUESTS TO THE SCHOOL DISTRICT**

The Board may accept gifts, donations, grants and/or bequests of money, real or personal property, as well as other merchandise which, in view of the Board, add to the overall welfare of the School District, provided that such acceptance is in accordance with existing laws and regulations. Donations to the school are fully tax deductible so long as the gift is used exclusively for public purposes in accordance with USC Section 170(c). However, the Board is not required to accept any gift, grant or bequest and does so at its discretion, basing its judgment on the best interests of the District. Furthermore, the Board will not accept any gift, grant or bequest which constitutes a conflict of interest and/or gives an appearance of impropriety. At the same time, the Board will safeguard the District, the staff and students from commercial exploitation, from special interest groups, and the like.

The Board will not accept any gifts or grants which will place encumbrances on future Boards, or result in unreasonable additional or hidden costs to the District. The Board may, if it deems it necessary, request that gifts of equipment, facilities or any item that requires upkeep and maintenance include funds to carry out such maintenance for the foreseeable life of the donation.

The Board of Education will not formally consider the acceptance of gifts or grants until and unless it receives the offer in writing from the donor/grantor or their attorney/financial advisor. Any such gifts or grants donated to the Board and accepted on behalf of the School District must be by official action and resolution passed by Board majority. The Board would prefer the gift or grant to be a general offer rather than a specific one. Consequently, the Board would suggest that the donor/grantor work first with the school administrators in determining the nature of the gift or grant prior to formal consideration for acceptance by the Board. However, the Board, in its discretion, may direct the Superintendent of Schools to apply such gift or grant for the benefit of a specific school or school program.

The Board is prohibited, in accordance with the New York State Constitution, from making gifts/charitable contributions with School District funds.

Gifts and/or grants of money to the District shall be annually accounted for in the general fund in the bank designated by the Board of Education.

All gifts, grants and/or bequests shall become School District property. A letter of appreciation, signed by the President of the Board and the Superintendent, will be sent to a donor/grantor in recognition of his/her contribution to the School District. Letters will be sent in a timely manner and will acknowledge the possible tax deduction available to donors whose gifts qualify under IRS regulations.

(Continued)

2013

5230  
2 of 2

Non-Instructional/Business  
Operations

**SUBJECT: ACCEPTANCE OF GIFTS, GRANTS AND BEQUESTS TO THE SCHOOL  
DISTRICT (Cont'd.)**

\*Additionally, all business contacts will be informed that gifts exceeding seventy-five dollars (\$75) to District employees will be returned or donated to charity.

New York State Constitution Article 8, Section 1  
Education Law Sections 1709(12), 1709(12-a) and 1718(2)  
General Municipal Law Section 805-a(1)

First Reading: February 12, 2013  
Second Reading: February 26, 2013

**SUBJECT: PURCHASING**

The District's purchasing activities will be part of the responsibilities of the Business Office, under the general supervision of the Purchasing Agent designated by the Board of Education. The purchasing process should enhance school operations and educational programs through the procurement of goods and services deemed necessary to meet District needs.

**Competitive Bids and Quotations**

As required by law, the Superintendent will follow normal bidding procedures in all cases where needed quantities of like items will total the maximum level allowed by law during the fiscal year, (similarly for public works-construction, repair, etc.) and in such other cases that seem to be to the financial advantage of the School District.

A bid bond may be required if considered advisable.

No bid for supplies shall be accepted that does not conform to specifications furnished unless specifications are waived by Board action. Contracts shall be awarded to the lowest responsible bidder who meets specifications. However, the Board may choose to reject any bid.

Rules shall be developed by the administration for the competitive purchasing of goods and services.

The Superintendent may authorize purchases within the approved budget without bidding if required by emergencies and are legally permitted.

The Superintendent is authorized to enter into cooperative bidding for various needs of the School District.

**Request for Proposal Process for the Independent Auditor**

In accordance with law, no audit engagement shall be for a term longer than five (5) consecutive years. The District may, however, permit an independent auditor engaged under an existing contract for such services to submit a proposal for such services in response to a request for competitive proposals or be awarded a contract to provide such services under a request for proposal process.

**Procurement of Goods and Services**

The Board of Education recognizes its responsibility to ensure the development of procedures for the procurement of goods and services not required by law to be made pursuant to competitive bidding requirements. These goods and services must be procured in a manner so as to:

- a) Assure the prudent and economical use of public moneys in the best interest of the taxpayer;

(Continued)

**SUBJECT: PURCHASING (Cont'd.)**

- b) Facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and
- c) Guard against favoritism, improvidence, extravagance, fraud and corruption.

These procedures shall contain, at a minimum, provisions which:

- a) Prescribe a process for determining whether a procurement of goods and services is subject to competitive bidding and if it is not, documenting the basis for such determination;
- b) With certain exceptions (purchases pursuant to General Municipal Law, Article 5-A; State Finance Law, Section 162; State Correction Law, Section 184; or those circumstances or types of procurements set forth in (f) of this section), provide that alternative proposals or quotations for goods and services shall be secured by use of written request for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of General Municipal Law Section 104-b;
- c) Set forth when each method of procurement will be utilized;
- d) Require adequate documentation of actions taken with each method of procurement;
- e) Require justification and documentation of any contract awarded to other than the lowest responsible dollar offer, stating the reasons;
- f) Set forth any circumstances when, or the types of procurement for which, the solicitation of alternative proposals or quotations will not be in the best interest of the District; and
- g) Identify the individual or individuals responsible for purchasing and their respective titles. Such information shall be updated biennially.

Any unintentional failure to fully comply with these provisions shall not be grounds to void action taken or give rise to a cause of action against the District or any District employee.

The Board of Education shall solicit comments concerning the District's policies and procedures from those employees involved in the procurement process. All policies and procedures regarding the procurement of goods and services shall be reviewed annually by the Board.

**Best Value**

Effective January 27, 2012, General Municipal Law (GML) Section 103 was amended to permit a school district or BOCES to award purchase contracts in excess of twenty thousand dollars (\$20,000) on the basis of "best value", rather than on the basis of the lowest responsible bid. The Board of Education must adopt a resolution at a public meeting authorizing the award of bids based on "best

(Continued)

**SUBJECT: PURCHASING (Cont'd.)**

value." The Board of Education may also approve "best value" bid award recommendations on an individual bid basis at a scheduled public meeting. A best value award is one that optimizes quality, cost and efficiency, typically applies to complex services and technology contracts and is quantifiable whenever possible.

**"Piggybacking" Law - Exception to Competitive Bidding**

On August 1, 2012, General Municipal Law (GML) Section 103 was amended to allow school districts to purchase certain goods and services (apparatus, materials, equipment and supplies) through the use of contracts let by the United States or any agency thereof, any state, and any county, political subdivision or district of any state. The amendment authorizes school districts and BOCES to "piggyback" on contracts let by outside governmental agencies in a manner that constitutes competitive bidding "consistent with state law."

This "piggybacking" is permitted on contracts issued by other governmental entities, provided that the original contract:

- a) Has been let by the United States or any agency thereof, any state (including New York State) or any other political subdivision or district therein;
- b) Was made available for use by other governmental entities and agreeable with the contract holder; and
- c) Was let in a manner that constitutes competitive bidding consistent with New York State law and is not in conflict with other New York State laws.

The "piggybacking" amendment and the "best value" amendment may not be combined to authorize a municipality to "piggyback" onto a cooperative contract which was awarded on the basis of "best value." In other words, while a school district or BOCES may authorize the award of contracts on the basis of "best value", it may not "piggyback" onto a purchasing contract awarded by another agency on the basis of "best value."

**Alternative Formats for Instructional Materials**

Preference in the purchase of instructional materials will be given to vendors who agree to provide materials in a usable alternative format (i.e., any medium or format, other than a traditional print textbook, for presentation of instructional materials that is needed as an accommodation for each student with a disability, including students requiring Section 504 Accommodation Plans, enrolled in the School District). Alternative formats include, but are not limited to, Braille, large print, open and closed captioned, audio, or an electronic file in an approved format as defined in Commissioner's Regulations.

(Continued)



**SUBJECT: PURCHASING (Cont'd.)**

As required by federal law and New York State Regulations, the District has adopted the National Instructional Materials Accessibility Standard (NIMAS) to ensure that curriculum materials are available in a usable alternative format for students with disabilities. Each school district has the option of participating in the National Instructional Materials Access Center (NIMAC). Whether a district does or does not participate in NIMAC, the district will be responsible to ensure that each student who requires instructional materials in an alternate format will receive it in a timely manner and in a format that meets NIMAS standards. The New York State Education Department (NYSED) recommends that school districts choose to participate in NIMAC, because this national effort to centralize the distribution of instructional materials in alternate formats will help guarantee timely provision of such materials to students.

For school districts, Boards of Cooperative Educational Services (BOCES), State-operated schools, State-supported schools and approved private schools that choose to participate in NIMAC, **contracts with publishers executed on and after December 3, 2006** for textbooks and other printed core materials *must* include a provision that requires the publisher to produce NIMAS files and send them to the NIMAC (this will not add any cost to the contract).

For more information regarding NIMAC including model contract language, Steps for Coordinating with NIMAC and an IDEA Part B Assurances Application, see website: <http://www.vesid.nysed.gov/specialed/publications/persprep/NIMAS.pdf>

**Geographic Preference in Procuring Local Agricultural Products**

Schools participating in Child Nutrition Programs such as the National School Lunch Program, School Breakfast Program and/or Special Milk Program are encouraged to purchase unprocessed locally grown and locally raised agricultural products. A School District may apply an optional geographic preference in the procurement of such products by defining the local area where this option will be applied. The intent of this preference is to supply wholesome unprocessed agricultural products that are fresh and delivered close to the source.

A geographic preference established for a specific area adds additional points or credits to bids received in response to a solicitation, but does not provide a set-aside for bidders located in a specific area, nor does it preclude a bidder from outside a specified geographic area from competing for and possibly being awarded a specific contract.

**Computer Software Purchases**

Software programs designated for use by students in conjunction with computers of the District shall meet the following criteria:

- a) A computer program which a student is required to use as a learning aid in a particular class; and

(Continued)

**SUBJECT: PURCHASING (Cont'd.)**

- b) Any content-based instructional materials in an electronic format that are aligned with State Standards which are accessed or delivered through the internet and based on a subscription model. Such electronic format materials may include a variety of media assets and learning tools including video, audio, images, teacher guides, and student access capabilities as such terms are defined in Commissioner's Regulations.

**Environmentally Sensitive Cleaning and Maintenance Products**

In accordance with Commissioner's Regulations, State Finance Law and Education Law, effective with the 2006-2007 school year, the District shall follow guidelines, specifications and sample lists when purchasing cleaning and maintenance products for use in its facilities. Such facilities include any building or facility used for instructional purposes and the surrounding grounds or other sites used for playgrounds, athletics or other instruction.

Environmentally sensitive cleaning and maintenance products are those which minimize adverse impacts on health and the environment. Such products reduce as much as possible exposures of children and school staff to potentially harmful chemicals and substances used in the cleaning and maintenance of school facilities. The District shall identify and procure environmentally sensitive cleaning and maintenance products which are available in the form, function and utility generally used. Coordinated procurement of such products as specified by the Office of General Services (OGS) may be done through central state purchasing contracts to ensure that the District can procure these products on a competitive basis.

The District shall notify their personnel of the availability of such guidelines, specifications and sample product lists.

**\*Apparel and Sports Equipment Purchases**Competitive Bidding Purchases

The Board of Education will only accept bids from "responsible bidders." A determination that a bidder on a contract for the purchase of apparel or sports equipment, is not a "responsible bidder" shall be based upon either or both of the following considerations:

- a) The labor standards applicable to the manufacture of the apparel or sports equipment including, but not limited to, employee compensation, working conditions, employee rights to form unions, and the use of child labor; or
- b) The bidder's failure to provide information sufficient for the Board of Education to determine the labor standards applicable to the manufacture of the apparel or sports equipment.

(Continued)

**SUBJECT: PURCHASING (Cont'd.)****Non-Competitive Bidding Purchases**

The Board's internal policies and procedures governing procurement of apparel or sports equipment, where such procurement is not required to be made pursuant to competitive bidding requirements, shall prohibit the purchase of apparel or sports equipment, from any vendor based upon either or both of the following considerations:

- a) The labor standards applicable to the manufacture of the apparel or sports equipment including, but not limited to, employee compensation, working conditions, employee rights to form unions, and the use of child labor; or
- b) The bidder's failure to provide information sufficient for the Board of Education to determine the labor standards applicable to the manufacture of the apparel or sports equipment.

**Contracts for Goods, ~~and~~ Services and Public Works**

No contracts for goods and services shall be made by individuals or organizations in the school that involve expenditures without first securing approval for such contract from the Purchasing Agent.

No Board member or employee of the School District shall have an interest in any contract entered into by the Board or the School District.

Per General Municipal Law Section 103(5), Upon the adoption of a resolution by a vote of at least three-fifths (3/5) of all Board members stating that for reasons of efficiency or economy there is need for standardization, purchase contracts for a particular type or kind of equipment, materials or supplies of more than twenty thousand (\$20,000) dollars may be awarded by the Board to the lowest responsible bidder furnishing the required security after advertisement for sealed bids in the manner provided in law. In addition, the Board is required to award all contracts for public works in excess of thirty-five thousand dollars (\$35,000) to the lowest responsible bidder after advertising for public sealed bids.

**Procedures for Procurement of Purchase Contracts Not Subject to Competitive Bidding:****Dollar Limit**

\$1 - \$1,500

\$1,501 - \$10,000

\$10,001 - \$20,000

**Procedure**

Discretion of Business Office

Documented telephone quotes from at least five (5) separate vendors (if available)

Formal written quotes from at least five (5) separate vendors (if available)

**SUBJECT: PURCHASING (Cont'd.)****Procedures for Procurement of Public Works Contracts Not Subject to Competitive Bidding:****Dollar Limit**

\$1 - \$1,500

\$1,501 - \$10,000

\$10,001 - \$35,000

**Procedure**

Discretion of Business Office

Documented telephone quotes from at least  
five (5) separate vendors (if available)Formal written quotes from at least five (5) separate  
vendors (if available)

7 CFR 210.21, 215.14(a) and 220.16

20 USC Section 1474(e)(3)(B)

Education Law Sections 305(14), 409-I, 701, 751(2)(b), 1604, 1709, 1950, 2503, 2554 and 3602

General Municipal Law Articles 5-A, 18 and Section 103

State Finance Law Sections 162 and 163-b

8 NYCRR Sections 155, 170.2, 200.2(b)(10), 200.2(c)(2) and 200.2(i)

NOTE: Refer also to Policy #5660 -- School Food Service Program (Lunch and Breakfast)

First Reading: February 12, 2013

Second Reading: February 26, 2013

## 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)

**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  
Second Reading: February 12, 2013  
Adoption: February 26, 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  
Second Reading: February 12, 2013  
Adoption: February 26, 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  
Second Reading: February 12, 2013  
Adoption: February 26, 2013

**Long Beach Public Schools  
Proposed School Calendar  
2013-2014**

September						
S	M	T	W	T	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					

October						
S	M	T	W	T	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		

November						
S	M	T	W	T	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

December						
S	M	T	W	T	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						
S	M	T	W	T	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						
S	M	T	W	T	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	



March						
S	M	T	W	T	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						
S	M	T	W	T	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						
S	M	T	W	T	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						
S	M	T	W	T	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					

- Sept. 3rd School begins for teachers
- Sept. 3rd & 4th Staff Conference Days
- Sept. 5th & 6th School closed for Rosh Hashanah
- Sept. 9th First Day of School for Students
- Oct. 14th School closed for Columbus Day
- Nov. 11th School closed for Veterans Day
- Nov. 28th - 29th School closed for Thanksgiving Recess

 Staff Conference Day  
 School Closed

- Dec. 23rd - Jan 3rd School closed for Holiday Recess
- Jan. 20th School closed for Martin Luther King Day
- Feb. 17th - 21st School closed for Winter Recess
- April 14th - 22nd School closed for Spring Recess
- May 23rd - 26th School closed for Memorial Day Holiday
- June 26th Last Day of School

TOTAL STUDENT DAYS 180  
 TOTAL TEACHER DAYS 182

May 23rd 1st Snow Make-Up Day  
 April 22nd 2nd Snow Make-Up Day  
 April 21st 3rd Snow Make-Up Day

**Donors from February 13, 2013 through February 22, 2013**

Anonymous		
Clark	William	Herricks Athletic Boosters
Domenech	Dan	Amer Assoc of Sch Admin
Donenfeld	Steven	NorthAmerican Van Lines
Doty	Jana	
Feldman		Loudonville Elem Sch- 5th grade class
Fuhs	Susan	Daisy Troop 79; Service Unit 625
Glantz	Jocelyn	New Castle Youth Basketball Asso
Glen Cove	School Dist	
Goldfarb	Shara	
Goldstein	Vida	
Graves	Adam	c/o David A. Lewis
Guenego	Kourtney	
Kelsey	E.	
Lubrano	Anthony	Old Country Rd. School PTA
Mandelbau	Donna	Cottonwood Pt Elem Sch
Mangrum	Jennifer	National Pen Company
Newman	Bobby	
Ossining Family		
Ossining School District		
Peretz	Michael	
Pt. Isabel	Independent School Dist.	
Sheppard	Daniel	
Slan	Leslie	
South Side MS Studer		South Side Middle School & Student Council
Spaziani	Kim	
Students		Cottonwood Pt Elem Sch
Tomcick	Gabriell	
Townsend	Loriel	
Woodwind & Brasswind		

