

**LONG BEACH PUBLIC SCHOOLS**  
**Long Beach, NY**

May 9, 2019

Ladies and Gentlemen:

The Long Beach Board of Education is the authorized state agency responsible for setting educational policy in the district. It consists of five trustees, each serving a three-year term. Board members pay school taxes at the regular rate and receive no salary or other financial compensation.

All meetings, except executive sessions, are held before the public. Members of the public may address the Board of Education on any specific agenda item during special time reserved for that purpose prior to Board discussion and action. The public may also address the Board of Education on any matter of concern at a second public session after the Board of Education completes agenda action items. Visitors should not address the Board in public relative to questions or comments regarding specific staff members or specific students. Such concerns should be brought to the attention of appropriate staff or to board members by telephone, in writing, or by scheduling a personal meeting, as appropriate to the circumstances

Visitors' comments will be limited to three (3) minutes for each agenda item upon which comment is made. Visitors are precluded from speaking on any agenda item more than once during each meeting.

Sincerely,

Your Board of Education

**BOARD OF EDUCATION  
LONG BEACH PUBLIC SCHOOLS  
LONG BEACH MIDDLE SCHOOL AUDITORIUM  
THURSDAY, MAY 9, 2019**

**AGENDA**

**REGULAR MEETING**

**7:30 PM**

- I. Pledge of Allegiance/Call to Order/Opening Remarks – Board President
- II. BUDGET HEARING
- III. Report of the Superintendent of Schools
  - *Student Showcase*
- IV. Board of Education Comments
- IV. Student Organization Announcements
- V. Questions and Comments from the Public on Tonight's Agenda Only
- VI. Presentation of the Treasurer's Report and Extra Classroom Activity Fund for March 2019
- VII. Approval of Minutes for Executive Sessions, Regular Meeting and Work Session of April 4, April 9, April 11, and April 16, 2019
- VIII. Presentations of the Superintendent:
  1. Personnel Matters: Certificated
  2. Personnel Matters: Non-Certificated
  3. Adoption of Revised Policy #5741 Drug & Alcohol Testing for School Bus Drivers, Matrons/Attendants and Mechanics
  4. Adoption of Policy #8212 Integrating Mental Health Education and Well-Being within an Entire School Environment
  5. Availability of District-Wide Safety Plan
  6. Award of Bids
  7. Deduct Change Orders
  8. Acceptance of Recommendations of CPSE/CSE
  9. Approval of Payment of Legal Bills: Legal Services
  10. Approval of Use of Schools Applications
- VIII. Board of Education – Additional New/Old Business if any
- IX. Questions and Comments from the Public
- X. Announcements:
  1. Long Beach Classroom Teachers' Association
  2. Administrative, Supervisory and PPS Group
  3. LBSEA -Long Beach Schools Employees' Association – Group C
  4. Parent/Teacher Association
- XI. Adjournment

**RESOLUTIONS**

**BE IT RESOLVED THAT**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following personnel actions.

**1. CERTIFICATED PERSONNEL**

**(a) Leaves of Absence**

1. Name: Marissa Koller  
Assign./Loc: Elementary Teacher/Lindell School  
Effective Dates: June 21, 2019-June 30, 2019 (on or about)  
Reason: Maternity/FMLA
2. Name: Lisa Pignataro  
Assign./Loc: Remedial Reading Teacher/West School  
Effective Dates: September 1, 2019-November 14, 2019 (on or about)  
Reason: Maternity/FMLA
3. Name: Beth Ann Snow  
Assign./Loc: Pre K Teacher/Lido School  
Effective Dates: September 1, 2019-October 2, 2019 (on or about)  
Reason: Maternity

**(b) Appointment: Special Education Coordinator**

Name: Serena Whitfield  
Assign./Loc: Special Education Coordinator/LBHS  
Certification: Initial School Building Leader  
Professional Students with Disabilities 7-12-Generalist  
Professional Students with Disabilities 5-9  
Professional Students with Disabilities 1-6  
Professional Generalist in Middle School Education 5-9  
Effective Date: July 1, 2019  
End Date: August 31, 2023  
Tenure Date: September 1, 2023  
Tenure Area: Special Education Coordinator  
Salary Classification: \$140,000 per annum  
Reason: To meet a district need

**1. CERTIFICATED PERSONNEL**

**(c) Appointment: Probationary Physical Education Teacher**

Name: Jessica Baker\*  
Assign./Loc: Probationary Physical Education Teacher/LBHS  
Certification: Professional Physical Education  
Effective Date: September 1, 2019  
End Date: August 31, 2023  
Tenure Date: September 1, 2023  
Tenure Area: Physical Education  
Salary Classification: MA/Step 2 (\$71,464 per annum)  
Reason: To replace William Muirhead

\*This individual must receive three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of his or her probationary appointment to be granted or considered for tenure.

**(d) Appointment: Probationary Elementary Teacher**

Name: Eileen Bauer\*  
Assign./Loc: Probationary Elementary Teacher/East School  
Certification: Professional Childhood Education 1-6  
Professional Early Childhood Education B-2  
Initial Generalist Middle School Education 5-9  
Effective Date: September 1, 2019  
End Date: August 31, 2023  
Tenure Date: September 1, 2023  
Tenure Area: Elementary  
Salary Classification: MA/Step 2 (\$71,464 per annum)  
Reason: To replace Michelle Vais

\*This individual must receive three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of his or her probationary appointment to be granted or considered for tenure.

**(e) Appointment: Probationary ENL Teachers**

Name: Ashley Garry\*  
Assign./Loc: Probationary ENL Teacher/LBHS  
Certification: Initial TESOL  
Initial Childhood Education 1-6  
Effective Date: September 1, 2019  
End Date: August 31, 2023  
Tenure Date: September 1, 2023  
Tenure Area: ENL  
Salary Classification: MA/Step 2 (\$71,464 per annum)  
Reason: To replace Elizabeth Sherlock

\*This individual must receive three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of his or her probationary appointment to be granted or considered for tenure.

**1. CERTIFICATED PERSONNEL**

**(f) Appointment: Regular Substitute Elementary Teachers**

1. Name: Julianne Croutier  
Assign./Loc: Regular Substitute Elementary Teacher/East School  
Effective Dates: September 1, 2019-June 30, 2020 (or earlier at the district's discretion)  
Certification: Initial Childhood Education 1-6  
Initial Early Childhood Education B-2  
Salary Classification: MA/Step 2 (\$71,464 per annum)  
Reason: To replace Angela Abate Madigan
2. Name: Edward Courtney  
Assign./Loc: Regular Substitute Elementary Teacher/East School  
Effective Dates: September 1, 2019-June 30, 2020 (or earlier at the district's discretion)  
Certification: Initial Childhood Education 1-6  
Initial Students with Disabilities 1-6  
Salary Classification: MA/Step 1 (\$68,849 per annum)  
Reason: To replace Sharon Weiss

**(g) Appointment: Regular Substitute Special Education Teacher**

Name: Christine Walsh  
Assign./Loc: Regular Substitute Special Education Teacher/East School  
Certification: Professional Childhood Education 1-6  
Professional Students with Disabilities 1-6  
Professional TESOL  
Effective Dates: September 1, 2019-June 30, 2020 (or earlier at the district's discretion)  
Tenure Area: Education of Children with Handicapping Conditions  
General Special Education  
Salary Classification: MA/Step 4 (\$76,687 per annum)  
Reason: to replace Jacqueline Kupferman

**(h) Appointment: Part Time Health/Physical Education Teacher (.8)**

Name: Ashley Schecher  
Assign./Loc: Part Time Health/Physical Education Teacher (.8)/Lido School  
Effective Dates: September 1, 2019-June 30, 2020 (or earlier at the district's discretion)  
Certification: Initial Health Education  
Initial Physical Education  
Salary Classification: 0.8 of BA/Step 2 (\$52,140 per annum)  
Reason: Annual re-appointment

**1. CERTIFICATED PERSONNEL**

**(i) Appointment: Part Time Business Teacher (.8)**

Name: Frank Lettieri  
Assign./Loc: Part Time Business Teacher (.8)/LBHS  
Certification: Initial Business and Marketing  
Effective Dates: September 1, 2019-June 30, 2020 (or earlier at the district's discretion)  
Salary Classification: .8 of MA/Step 2 (\$57,171 per annum)  
Reason: Annual re-appointment

**(j) Appointment: Part Time Family and Consumer Science Teacher (.7)**

Name: Janna James  
Assign./Loc: Part Time Family and Consumer Science Teacher (.7)/LBHS  
Certification: Initial Family and Consumer Science  
Effective Dates: September 1, 2019-June 30, 2020 (or earlier at the district's discretion)  
Salary Classification: .7 of MA/Step 5 (\$56,374 per annum)  
Reason: Annual re-appointment

**(k) Appointment: Part Time Music Teacher (.6)**

Name: Christina Tomek  
Assign./Loc: Part Time Music Teacher (.6)/Lido School  
Certification: Initial Music  
Effective Dates: September 1, 2019-June 30, 2020 (or earlier at the district's discretion)  
Salary Classification: .6 of BA+30/Step 6 (\$48,304 per annum)  
Reason: Annual re-appointment

**(l) Appointment: LBHS Academy-Rate of Pay \$74.87 per hour for the 2018-2019 school year, not to exceed 40 hours  
Christopher Brown-Physical Education**

**(m) Appointment: Spring Coach 2018/2019 School Year  
Sean Miller-7<sup>th</sup> grade Baseball-Stipend \$4,870  
*\*rescind Sean Miller from 7<sup>th</sup> grade Softball***

1. **CERTIFICATED PERSONNEL**

- (n) **Appointment: Regents Exam Preparation for the LBMS 2018-2019 school year-rate of pay \$75.43 per hour**

<b>Last Name</b>	<b>First Name</b>	<b>Subject</b>	<b>Maximum Hours</b>
1. Josephs	Nancy	Science	3.5
2. Glasstein	Michael	Science	3.5
3. Mazzitelli	Diana	Mathematics	3.5
4. Mele	Tara	Mathematics	2
5. Papetti	William	Mathematics	1.5

- (o) **The following Per Diem Substitute Teachers are recommended for approval for the 2018-2019 school year**

<b>NAME</b>	<b>CERTIFICATION AREA</b>
1. Kate Seifert	Initial Social Studies 7-2 (pending)
2. Brooke Lowenfels	Initial Childhood Education (pending)
3. Judy Lande	Permanent Pre K-6 Permanent Reading
4. Susan Hirschbein Bodnar	Permanent Home Economics

- (p) **BE IT RESOLVED**, the Board of Education hereby approves an agreement reached by the Long Beach School District and the Long Beach Supervisory and Pupil Personnel Group for an employee discussed in executive session dated April 15, 2019.

**2. NON CERTIFICATED PERSONNEL**

**(a) Resignation**

Name: Margaret Wagner  
Assign./Loc: Data Specialist/West School  
Effective Dates: June 30, 2019

**(b) Appointment: Custodian (Nights)**

Name: Michael Sacks  
Assign./Loc.: Night Custodian/Lido/Middle School Complex  
Effective Date: May 10, 2019  
End Date: May 9, 2020  
Probationary End Date: May 10, 2020  
Salary Classification: \$46,215 per annum  
Grade/Step: Grade III /Step 4  
Reason: To replace Vincent Jacobs



3. **ADOPTION OF REVISED POLICY #5741 DRUG & ALCOHOL TESTING FOR SCHOOL BUS DRIVERS/AIDES/ATTENDANTS/MECHANICS**
4. **ADOPTION OF POLICY #8212 INTEGRATING MENTAL HEALTH EDUCATION AND WELL-BEING WITHIN AN ENTIRE SCHOOL ENVIRONMENT**
5. **AVAILABILITY OF DISTRICT-WIDE SAFETY PLAN**

The District-wide School Safety Plan is now available for a 30 day public comment period on the district website. Please send any comments to the District Clerk.

**6. AWARD OF BID**

**A) AWARD OF BID - #1932-2019 GENERAL PUMP MOTOR REPAIRS AND MAINTENANCE**

**WHEREAS**, the Board of Education of the Long Beach City School District solicited bids for general pump motor repairs and maintenance and received the following bids in response thereto:

A & M Pump and Motor, Inc.	\$40/hr + 10% markup – AWARDED BID
IVS Pump and Motor, Inc.	\$43/hr + 10% markup
KG Power	\$165 hr + 10% markup

**WHEREAS**, upon review and consideration of each of the foregoing bids, and based on the recommendation of the Assistant Superintendent for Finance and Operations, the Board has determined that A & M Pump and Motor, Inc. is the lowest responsible bidder meeting the bid specifications; now, therefore,

**BE IT RESOLVED** that the Board of Education hereby awards said contract to A & M Motor, Inc., as the lowest responsible bidder meeting the bid specifications pursuant to Section 103 of the General Municipal Law, and hereby authorizes the Assistant Superintendent for Finance and Operations to execute said contract on behalf of the Board, in accordance with the bid specifications.

**B) AWARD OF BID – #101-2019 DRIVER INSTRUCTION**

**WHEREAS**, the Board of Education of the Long Beach City School District solicited bids for driver instruction and received the following bid in response thereto:

Bell Auto School \$309/student – AWARDED BID

**WHEREAS**, there were no other bids, and based on the recommendation of the District's Assistant Superintendent for Finance and Operations, the Board has determined that Bell Auto School is the lowest responsible bidder meeting the bid specifications; now, therefore,

**BE IT RESOLVED** that the Board of Education hereby awards said contract to Bell Auto School, as the lowest responsible bidder meeting the bid specifications pursuant to Section 103 of the General Municipal Law, and hereby authorizes the Assistant

Superintendent for Finance and Operations to execute said contract on behalf of the Board, in accordance with the bid specifications.

**C) AWARD OF BID #483 - 2019 MUSIC INSTRUMENT REPAIR**

**WHEREAS**, the Board of Education of the Long Beach City School District solicited bids for musical instrument repairs and received the following bids in response thereto:

Advantage Music – AWARDED – specific to instrument  
Long Island Drum Center – AWARDED – \$55.25 per hour/discounted labor rate  
Precision Piano – AWARDED - \$95 per service call  
Music & Arts – REJECTED

**WHEREAS**, upon review and consideration of each of the foregoing bids, and based on the recommendation of the District's Assistant Superintendent for Finance and Operations, the Board has determined that Advantage Music, LI Drum Center and Precision Piano are the lowest responsible bidders meeting the bid specifications; now, therefore,

**BE IT RESOLVED** that the Board of Education hereby awards said contract to Advantage Music, LI Drum Center and Precision Piano, as the lowest responsible bidder meeting the bid specifications pursuant to Section 103 of the General Municipal Law, and hereby authorizes the Assistant Superintendent for Finance and Operations to execute said contract on behalf of the Board, in accordance with the bid specifications.

**D) AWARD OF BID – #409 - GRADUATION CEREMONY SUPPLIES**

**WHEREAS**, the Board of Education of the Long Beach City School District solicited bids for graduation supplies and received the following bid in response thereto:

Ace Party & Tent Rental – \$22,158.80 - AWARDED BID

**WHEREAS**, there were no other bids, and based on the recommendation of the District's Assistant Superintendent for Finance and Operations, the Board has determined that Ace Party & Tent Rental is the lowest responsible bidder meeting the bid specifications; now, therefore,

**BE IT RESOLVED** that the Board of Education hereby awards said contract to Ace Party & Tent Rental, as the lowest responsible bidder meeting the bid specifications pursuant to Section 103 of the General Municipal Law, and hereby authorizes the Assistant Superintendent for Finance and Operations to execute said contract on behalf of the Board, in accordance with the bid specifications.

**E) AWARD OF BID – CAPITAL IMPROVEMENT PROGRAM**

**WHEREAS**, the Board of Education of the Long Beach City School District solicited bids for window replacement at West School and received the following bids in response thereto:

A1 Construction - \$890,915  
Whitestone Construction - \$1,031,000  
Arrow Steel Construction - \$721,000 – AWARDED BID

**WHEREAS**, upon review and consideration of each of the foregoing bids, and based on the recommendation of the District's Assistant Superintendent for Finance and Operations, the Board has determined that Arrow Steel Construction is the lowest responsible bidder meeting the bid specifications; now, therefore,

**BE IT RESOLVED** that the Board of Education hereby awards said contract to Arrow Steel Construction, as the lowest responsible bidder meeting the bid specifications pursuant to Section 103 of the General Municipal Law, and hereby authorizes the Assistant Superintendent for Finance and Operations to execute said

## **7. DEDUCT CHANGE ORDERS WITH HVAC**

### **A) DEDUCT CHANGE ORDER #6 – LIDO COMPLEX PRESERVATION**

**WHEREAS**, the Long Beach City School District ("District") engaged HVAC, Inc. for mechanical work at The Lido Complex pursuant to an award on May 10, 2011; and

**WHEREAS**, the District's architect and construction manager recommend modification to the existing contract for a credit in the amount of \$24,500 for unused allowance; and

**THEREFORE BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby accepts Deduct Change Order #6 to the contract for a credit with HVAC in the amount of \$24,500; and

**BE IT FURTHER RESOLVED**, that the Board of Education authorizes the Chief Operating Officer to execute Change Order No. 6 to the contract with HVAC on its behalf.

### **B) DEDUCT CHANGE ORDER #7 – LIDO COMPLEX PRESERVATION**

**WHEREAS**, the Long Beach City School District ("District") engaged HVAC, Inc. for mechanical work at The Lido Complex pursuant to an award on May 10, 2011; and

**WHEREAS**, the District's architect and construction manager recommend modification to the existing contract for a credit in the amount of \$40,096.21 for scope of work not performed; and

**THEREFORE BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby accepts Deduct Change Order #7 to the contract for a credit with HVAC in the amount of \$40,096.21; and

**BE IT FURTHER RESOLVED**, that the Board of Education authorizes the Chief Operating Officer to execute Change Order No. 7 to the contract with HVAC on its behalf.

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

**9. APPROVAL OF PAYMENT OF LEGAL BILLS: LEGAL SERVICES**

**A) FRAZER & FELDMAN**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes expenditures in the amount of \$26,882.91 to Frazer & Feldman for extraordinary legal services for the period of January 1 through January 31, 2019, \$22,863.38 for the period of February 1 through February 28, 2019, and \$409.16 for a legal case for January through March 2019.

**B) THOMAS VOLZ, LLC**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes expenditures in the amount of \$3,250 to Thomas Volz for the monthly retainer and \$5,996.25 for extraordinary legal services during the period of March 1 through March 31, 2019.

**C) INGERMAN SMITH, LLP**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes expenditures in the amount of \$1,856.25 to Ingerman Smith for extraordinary services for the month for the period of March 1 through March 31, 2019.

**10. APPROVAL OF USE OF SCHOOLS APPLICATIONS**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the use of schools, as attached, not to conflict with District events. However, please note that events may have to be modified and/or rescheduled based on building schedule.

**APPLICATIONS FOR USE OF SCHOOLS**

<u>Organization</u>	<u>Purpose</u>	<u>Facility Requested</u>	<u>Date Requested</u>
Long Beach Civil Service	Exams	LBHS Rooms 209, 20, 212, 213, 214, 218, 245	Sat., May 11, 2019 8 AM – 5 PM
Rising Stars	Basketball Camp	LBHS Gym	July 29-Aug 1, 2019 Mon- Thursday 9 AM-4 PM
City of Long Beach – Youth & Family Services	Early and After Care	Lido Elementary School – Café, Gym, Conference Room, L-62, Faculty Room, Storage Room and Playground	Sept 4, 2019-June 25, 2020 Monday – Friday 7:00 AM -9:00 AM 2:00 PM – 6:00 PM
City of Long Beach – Youth & Family Services	Early and After Care	West Elementary School Café, Gym, South Playground, Community Center	Sept 4, 2019-June 25, 2020 Monday – Friday 7:00 AM -12:00 noon 12:00 noon – 6:00 PM

Non-Instructional/Business  
Operations**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS/AIDES  
ATTENDANTS/MECHANICS**

In order to help prevent accidents and injuries resulting from the misuse of drugs and/or alcohol by school bus drivers, the Board adopts this policy in compliance with federal and state law and regulation.

\*The District has designated the following individual(s) to answer driver questions about this policy and related materials: Transportation Supervisor and Transportation Safety Inspector.

**Drug and Alcohol Testing Program**

School bus drivers, aides/attendants, and mechanics are subject to drug and/or alcohol testing in a variety of circumstances. The District will comply with all federal and state law and regulation regarding the implementation of a drug and alcohol testing program for school bus drivers.

The District will either establish and manage its own drug and alcohol testing program or by contract have a consortium/third-party administrator manage all, or part of, its drug and alcohol testing program for school bus drivers.

The District will ensure that vendors or contract bus companies either establish and manage their own drug and alcohol testing program or by contract have a consortium/third-party administrator manage all, or part of, their drug and alcohol testing program for school bus drivers.

Under federal law and regulation, individuals who operate a Commercial Motor Vehicle (CMV) designed to transport 16 or more occupants (including the driver) and are subject to commercial driver's license (CDL) requirements established by the United States Department of Transportation are safety-sensitive employees and are subject to the following drug and/or alcohol testing:

- a) **Pre-employment drug testing** which will be conducted after a conditional offer to hire has been extended, but before the actual performance of safety-sensitive functions for the first time. This pre-employment testing will also be required when employees transfer to a safety-sensitive position.
- b) **Random drug and/or alcohol testing** which will be conducted on an unannounced basis.
- c) **Reasonable suspicion drug and/or alcohol testing** which will be conducted when reasonable suspicion exists that a driver has engaged in prohibited use of drugs and/or alcohol. The required observation for reasonable suspicion drug and/or alcohol testing must be made by a supervisor or official who has been trained in accordance with federal law and regulation.
- d) **Post-accident drug and/or alcohol testing** which will be conducted as soon as practicable following certain occurrences involving a CMV.
- e) **Return-to-duty drug and/or alcohol testing** which will be conducted on a driver who has engaged in prohibited drug and/or alcohol conduct before the driver returns to perform a safety-sensitive function.

**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS/AIDES  
ATTENDANTS/MECHANICS**

- f) **Follow-up drug and/or alcohol testing** which will be conducted on a driver, aide/attendant or mechanic who has engaged in prohibited drug and/or alcohol conduct and has returned to performing a safety-sensitive function. This testing will be conducted on an unannounced basis in accordance with a written follow-up testing plan developed by a substance abuse professional (SAP).

All procedures used to test for the presence of drugs and/or alcohol will conform to the requirements outlined in federal law and regulation for protecting the driver, ensuring the integrity of the testing process, safeguarding the validity of the test results, and ensuring that all test results are attributed to the correct driver.

Under New York State law and regulation, all school bus drivers are subject to pre-employment and random drug and alcohol testing in accordance with the provisions and requirements of federal regulations, regardless of commercial driver's license endorsement. Every school bus driver, aide/attendant, and mechanic will be included in the random testing pool and must submit to testing when selected.

**Prohibitions and Consequences for School Bus Drivers**

Under federal law and regulation, individuals who operate a CMV designed to transport 16 or more occupants (including the driver) and are subject to CDL requirements established by the United States Department of Transportation are prohibited from:

- a) Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater. If testing shows an alcohol concentration of 0.02 or greater but less than 0.04, the employee must be temporarily removed from performing safety-sensitive activities for not less than 24 hours; and no punitive action will be taken by the employer within the limits of ADA policy.
- b) Using alcohol while performing safety-sensitive functions;
- c) Performing safety-sensitive functions within four hours after using alcohol;
- d) When required to take a post-accident alcohol test, using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first;
- e) Refusing to submit to a drug or alcohol test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements;
- f) Refusing to submit to a pre-employment drug test;
- g) Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the driver uses any drugs, as defined by federal law and regulation. This prohibition does not apply when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a CMV; or
- h) Reporting for duty, remaining on duty, or performing a safety-sensitive function, if the driver tests positive for drugs.

Non-Instructional/Business  
Operations

**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS/AIDES  
ATTENDANTS/MECHANICS**

Additionally, under New York State law, all school bus drivers are prohibited from:

- a) Consuming a drug or intoxicating liquor, regardless of its alcoholic content, or be under the influence of a drug or intoxicating liquor, within six hours before going on duty or operating, or having physical control of a bus;
- b) Consuming a drug or intoxicating liquor, regardless of its alcoholic content while on duty, or operating, or in physical control of a bus; or
- c) Possessing a drug or intoxicating liquor, regardless of its alcoholic content while on duty, operating or in physical control of a bus. However, this paragraph does not apply to the possession of a drug or intoxicating liquor which is transported as part of a shipment or personal effects of a passenger.

It is the employer's responsibility to ensure that no school bus driver:

- a) Violates any of the above listed provisions of New York State law; or
- b) Be on duty or operate a school bus if, by a person's general appearance or by a person's conduct or by other substantiating evidence, a person appears to have consumed a drug or intoxicating liquor within the preceding eight hours.

Any violation of this policy and/or District procedures, and applicable federal and state law and regulation by a school bus driver will be grounds for disciplinary action and penalties including, but not limited to, fines, suspension, and/or discharge in accordance with the District's and/or the vendors' or contract bus companies' policies, collective bargaining agreements, and applicable law.

Drivers who are found to have engaged in prohibited conduct under federal law and regulation will be removed immediately from safety-sensitive functions and will not be allowed to return to perform safety-sensitive functions until they:

- a) Are evaluated by a SAP;
- b) Complete any requirements for rehabilitation as set by the employer and the SAP; and
- c) Pass a return-to-duty test with the result below 0.02 if the conduct involved alcohol, or a drug test with a verified negative result if the conduct involved drug use.

Any significant violation of this policy or District procedures, and applicable federal and state law and regulation by a vendor or contract bus company and its employees will result in revocation of its contract for the transportation of students.

Non-Instructional/Business  
Operations**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS/AIDES  
ATTENDANTS/MECHANICS****Employee Notification**

The Superintendent or designee will ensure that each school bus driver, aide/attendant and mechanic receives a copy of District policy, educational materials that explain the requirements of drug and alcohol testing law and regulation, and any regulations and/or procedures developed by the District with respect to meeting those requirements. The Superintendent or designee will ensure that a copy of these materials is distributed to each school bus driver, who will sign for receipt of all of the above documents, as well as other appropriate personnel, prior to the start of any drug and/or alcohol testing as well as at the beginning of each school year or at the time of hire for any school bus driver. Representatives of applicable collective bargaining units will be notified of the availability of this information.

The Superintendent or designee will further ensure that each school bus driver receives educational materials concerning: the effects of drug and alcohol use on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

The Superintendent or designee will arrange for training of all supervisors who may be utilized to determine whether reasonable suspicion exists to test a driver for prohibited conduct involving drugs and/or alcohol.

The Superintendent or designee will ensure that vendors or contract bus companies receive a copy of District policy, educational materials that explain the requirements of drug and alcohol testing law and regulation, and any regulations and/or procedures developed by the District with respect to meeting those requirements. The Superintendent or designee will ensure that a copy of these materials is distributed to vendors or contract bus companies, who will sign for receipt of all of the above documents, as well as other appropriate personnel, prior to the start of any drug and/or alcohol testing as well as at the beginning of each school year or at the time of hire for any school bus driver.

The Superintendent or designee will further ensure that vendors or contract bus companies receive a copy of the District's educational materials concerning: the effects of drug and alcohol use on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

The Superintendent or designee can assist vendors or contract bus companies with arrangements for training of all supervisors who may be utilized to determine whether reasonable suspicion exists to test a driver for prohibited conduct involving the drugs and/or alcohol.

**Records Management and Retention**

Employee records relating to drug and/or alcohol testing, as well as to substance abuse and/or alcohol prevention programs, will be maintained in accordance with law and regulation. All employee drug and/or alcohol testing will be kept confidential and will only be revealed as required or authorized by law or regulation.



Non-Instructional/Business  
Operations

**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS/AIDES  
ATTENDANTS/MECHANICS**

49 USC §§ 31136 and 31306  
49 CFR Parts 40, 382, and 383  
Vehicle and Traffic Law §§ 142, 509-g, 509-l

First Reading: March 28, 2019  
Second Reading: April 11, 2019  
Adoption: May 9, 2019

Instruction

**SUBJECT: INTEGRATING MENTAL HEALTH EDUCATION AND WELL-BEING WITHIN AN ENTIRE SCHOOL ENVIRONMENT**

Introduction

1. The Long Beach School District recognizes that mental health is a state of well-being in which every individual realizes one's potential, can cope with normal stresses of life, can work productively and fruitfully, and is able to contribute to one's community. It is a dimension of overall health. As part of overall health and wellness, mental health includes: a sense of self-esteem and self-confidence; the ability to identify, express and regulate emotions; the ability to set and achieve goals; recognition of one's creative skills; the ability to expand knowledge and skills; the ability to feel and show empathy for others; and the ability to create and maintain satisfying relationships.

Schools play a key role in promoting mental health in all children and young people, recognizing that student's learning and development is supported by environments that promote mental health. The impact is the greatest when all staff is involved in mental health promotion as it relates to every area of the school – the culture, policies, curriculum and activities.

This policy is intended as guidance to all staff, including non-teaching staff and volunteers. It should be read in conjunction with the medical policy in cases where a student's mental health overlaps with or is linked to a medical issue, district confidentiality policies, policies for students with identified special education needs, and other related mental health policies (e.g., wellness, student support and discipline, including alternatives).

2. The policy affirms our commitment to providing safe, welcoming and supportive environments that promotes a culture of respect and equity; embeds social and emotional learning into the curriculum, including mental health instruction in Health Education programs; ensures families, students and staff are key partners in mental health and well-being initiatives; and works collaboratively with local health professionals and the community.

3. The goals of the Long Beach School district to accomplish these are to:

- Promote positive mental health and well-being for all staff and students;
- Educate and support the school community on a variety of approaches that are culturally sensitive to support mental health and well-being;
- Increase the skills of students, staff, parents and school community to recognize signs of mental health conditions;
- Decrease stigma related to talking about mental health challenges.;

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- Provide support to staff through trainings including ways to recognize when students are experiencing mental health challenges.
- Link students and families to a range of available supports;
- Provide guidance and resources to parents/guardians on how to talk to their children about mental health; and well-being.
- Provide support to students living with mental health challenges, their peers, parents and caregivers.
- Integrate elements of the NYS Mental Health Education Framework.

#### NY State Framework for Mental Health Education Instruction

- Self Management – Develop self-awareness and self-management
  - Self-Care
  - Resiliency
  - Feelings
- Relationships – Develop healthy relationships
  - Communication
  - Empathy, compassion, acceptance
  - Gratitude, forgiveness
- Resource Management – Develop skills to utilize personal and community resources
  - What to ask for help for self and others
  - When to ask for help for self and others
  - Where to ask for help for self and others
  - How to ask for help for self and others

#### 4. Teaching and Supporting Mental Health

The mental health component of the health education curriculum will be developed by the appropriate school instructional staff and district mental health support staff to ensure that school staff has appropriate knowledge and support to address mental health challenges both preventively and responsively. When appropriate, staff will be encouraged to collaborate with qualified community mental health professionals. This policy and related supports and curriculum will be consistent with the principles of the whole child and whole School approaches, including multi-tiered support frameworks, and will be offered within a safe and culturally-sensitive environment.

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The Long Beach School District's approaches will reflect an understanding that mental health literacy includes four key components:

- How to obtain and maintain positive mental health and well-being;
- Ways to prevent mental health challenges and disorders, identify symptoms of disorders, and the range of available supports and treatments;
- Decrease stigma and promote appropriate help-seeking behavior; and
- Increase understanding of the challenges of mental health conditions in everyday life.

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