

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

March 9, 2021

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.

Please note that we are limiting the attendance of faculty and staff to allow for more opening for the public, since we are restricted to a gathering size of 50 people. Once we reach our maximum of 50, security personnel will prohibit any additional people from entering the auditorium.

Anyone attending the meeting should enter through the outside main auditorium doors and will be asked to sign in and complete a temperature and health screening document. Social distancing protocols will be adhered to.

Sincerely,

Your Board of Education

**BOARD OF EDUCATION  
LONG BEACH PUBLIC SCHOOLS  
MIDDLE SCHOOL AUDITORIUM  
Tuesday, March 9, 2021**

**REGULAR MEETING**

**AGENDA**

**7:00 PM**

1. Pledge of Allegiance/Call to Order/Opening Remarks – Board President
2. Report of the Superintendent of Schools
  - Presentation: 2021-22 Budget Preparation – Pupil Personnel Services, Summer School and Capital Projects
3. Board of Education Comments
4. Student Organization Announcements
5. Questions and Comments from the Public on Tonight’s Agenda Only
6. Approval of Minutes for Executive Session and Regular Meeting of January 26, 2021, Executive Session and Regular Meeting of February 9, 2021, and Executive Session and Work Session of February 23, 2021
7. Treasurer’s Report for January 2021
8. Presentations of the Superintendent
  1. Personnel Matters: Certificated
  2. Personnel Matters: Non-Certificated
  3. Adoption of Policy #5250 Sale and Disposal of District Personal Property
  4. Adoption of Policy #5674 Data Networks and Security Access
  5. First Reading of Revised Policy #6410 Staff Use of Computerized Information Resources
  6. First Reading of Policy #6411 Use of Email in the School District
  7. Adoption of the 2021-2022 School Calendar
  8. Adoption of 2021 School Election Calendar
  9. Approval of Nominations to Nassau BOCES Board
  10. Approval of Stipulated Sum Owner and Contractor Agreement for Traffic Circulation Improvements and Parking Lot Modifications
  11. Approval of Budget Transfers
  12. Walk-on Resolution to Approve Emergency Purchase of PPE
  13. Approval of Disposal of Obsolete Equipment
  14. Acceptance of Recommendations of CSE/CPSE
  15. Payment of Legal Bills: Legal Services
  16. Approval of Use of Schools Applications
9. Board of Education – Additional New/Old Business if any
10. Questions and Comments from the Public
11. 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
12. Adjournment

## RESOLUTIONS

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

### I. CERTIFICATED PERSONNEL

#### (a) Resignation for the Purpose of Retirement

Name: Karen Sauter  
Assign./Loc. Elementary Principal/Lindell School  
Effective Dates: June 30, 2021

Name: Mandy Kovel  
Assign./Loc. Elementary Teacher/Lido School  
Effective Dates: June 30, 2021

#### (b) Resignation

Name: Angela Schickling  
Assign./Loc. Elementary Teacher-AIS Math/West School  
Effective Dates: June 30, 2021

Name: Jillian Fernandez  
Assign./Loc. Mathematics Teacher/LBMS  
Effective Dates: June 30, 2021

Name: Rebecca San Giovanni  
Assign./Loc. Permanent Substitute Teacher/LBMS  
Effective Dates: February 26, 2021 close of day

Name: Gabrielle Abate  
Assign./Loc. Substitute Teacher/Districtwide  
Effective Dates: February 25, 2021

#### (c) Leaves of Absence

Name: Christine Toppi  
Assign./Loc. Elementary Teacher/Lido School  
Effective Dates: April 14, 2021-June 30, 2021 (On or about)  
Reason: Maternity/FMLA

Name: Ilyssa Berman  
Assign./Loc. Family and Consumer Science Teacher/LBMS  
Effective Dates: June 4, 2021-June 30, 2021 (On or about)  
Reason: Maternity/FMLA

**I. CERTIFICATED PERSONNEL**

**(c) Leaves of Absence continued**

Name: Lauren Diesu  
Assign./Loc. Reading Teacher/LBMS  
Effective Dates: September 1, 2021-June 30, 2022 (On or about)  
Reason: Maternity

Name: Stephanie Cherniak  
Assign./Loc. Part Time Teacher Assistant/Lindell School  
Effective Dates: April 9, 2021-June 30, 2021  
Reason: Medical

Name: Kathryn Riker  
Assign./Loc. Part Time Teacher Assistant/West School  
Effective Dates: April 6, 2021-June 30, 2021  
Reason: Personal

Name: Kerri Sinatra  
Assign./Loc. Special Education Teacher/LBHS  
Effective Dates: May 23, 2021-June 30, 2021 (On or about)  
Reason: Maternity/FMLA

Name: Krystal Wildes  
Assign./Loc. Special Education Teacher/LBMS  
Effective Dates: September 1, 2021-June 30, 2022  
Reason: Maternity/FMLA

Name: Leah Buffalino  
Assign./Loc. Elementary Teacher/LBMS  
Effective Dates: June 4, 2021-June 30, 2021 (On or about)  
Reason: Maternity/FMLA

**(d) Amended Leaves of Absence**

Name: Ryan Connolly  
Assign./Loc. English Teacher/LBHS  
Effective Dates: September 8, 2021-June 30, 2021  
Original Dates: September 8, 2020-April 16, 2021  
Reason: Childcare

Name: Kaitlyn Moorhead  
Assign./Loc. Special Education Teacher/LBHS  
Effective Dates: September 1, 2020-June 30, 2021  
Original Dates: September 1, 2020-April 15, 2021  
Reason: Maternity/FMLA

**I. CERTIFICATED PERSONNEL**

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

Name: John Puccio  
Assign./Loc: Regular Substitute Special Education Teacher/LBHS  
Certification: Initial Physical Education (pending)  
COVID 19 Students with Disabilities 7-12-Generalist  
Salary Classification: MA/Step 1 (\$69,537 per annum)  
Effective Date: January 29, 2021-June 30, 2021 (or earlier at the district's discretion)  
Tenure Area: Education of Children with Handicapping Conditions-  
General Special Education  
Reason: To replace Kaitlyn Moorhead

**(f) Rescission of Interscholastic Coaches for the 2020/2021 school year**

<b>Coach</b>	<b>Sport</b>
Eric Heck/Kerri Rehnback	Middle School Boys Volleyball
Eric Heck	Middle School Girls Volleyball
Joseph Hoffman	Middle School Basketball
Miguel Rodriguez	Middle School Wrestling
Maria Perrone	JV Cheerleading Coach (Fall)

**(g) Appointment: Interscholastic Coaches for the 2020/2021 school year**

<b>Position</b>	<b>Coach</b>	<b>Stipend</b>
Middle School Boys Volleyball	Joseph Hoffman	4,749.00
JV Cheerleading (Fall)	Samantha Paul	4,034.00
Middle School Girls Volleyball	Abigail Ross split with Kerri Rehnback	4,749.00 split

**(h) Appointment: Coaches for Special Olympics -Spring 2021-Rate of pay \$57.77 per hour**

<b>Name</b>	<b>Maximum Hours</b>
Dayna Obidienzo	50
Andrea Hinke	50

**I. CERTIFICATED PERSONNEL**

**(i) Appointment: IB Internal Assessment Support for the LBHS 2020-2021 school year-rate of pay \$76.76 per hour**

Course	Teacher(s)	Hours
IB Anthropology SL/HL	B. Petschauer/D. Maier	4/2
IB Biology HL	K. Bloom	2
IB Business HL/SL	B. Malizia	2
IB Computer Science SL	W. Gibson	2
IB Design Technology SL	Heck	2
IB English HL 2	T. Filloramo / J. O'Shea/ T. Weiss	2/2/2
IB Environmental	C. Onufrock	2
IB History of the Americas	R. Gonzalez /C. Stanek	3/3
IB Math Analysis	M. D'Andrea	2
IB Math Application & Interpretations SL	J. Berto/J. Fiola	2

**(j) Appointment: AP Test Review for the LBHS 2020-2021 school year-rate of pay \$76.76 per hour**

Course	Teacher(s)	Hours
AP Calculus AB/BC	P. Fallon	4
AP Chemistry	J. Hall	4
AP Music Theory	M. Capabianco	2
AP Statistics	L. Krinsky	4
AP World History	L. Levin/J. Stankard/R. Pellegrini	4

**I. CERTIFICATED PERSONNEL**

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

<b>Name</b>	<b>Tenure Area</b>	<b>Date</b>
Jennifer Pullara	Elementary Assistant Principal	7/1/2021
Sharon Weiss	Elementary Assistant Principal	7/1/2021

- (l) **Resolved**, upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves an extension of the probationary period for Ann Wiemann to June 30, 2022.

**II. NON CERTIFICATED PERSONNEL**

(a) **Resignations for the Purpose of Retirement**

Name: Terrence Bachan  
Assign./Loc. Bus Driver/Transportation Department  
Effective Dates: March 31, 2021

Name: Pedro Salazar  
Assign./Loc. Cleaner/LBMS  
Effective Dates: November 30, 2021

Name: Angela O'Neill  
Assign./Loc. Part Time Lunch Aide/Lindell School  
Effective Dates: June 30, 2021

Name: Steve Lahey  
Assign./Loc. Director of Facilities III/Districtwide  
Effective Dates: June 30, 2021

(b) **Resignations**

Name: Melanie Solone  
Assign./Loc. Part Time Teacher Aide/East School  
Effective Dates: February 12, 2021

(c) **Leave of Absence**

Name: Jykolyn White  
Assign./Loc. Part Time Teacher Assistant/LBMS  
Effective Dates: February 24, 2021-TBD  
Reason: Personal

**II. NON CERTIFICATED PERSONNEL**

**(c) Leave of Absence (cont'd)**

Name: Yvonne Miller  
Assign./Loc. Part Time Teacher Assistant/LBHS  
Effective Dates: March 1, 2021-March 17, 2021  
Reason: Educational

Name: Jill Rehnback  
Assign./Loc. Data Specialist/LBMS  
Effective Dates: September 1, 2021-June 30, 2022  
Reason: Medical

**(d) Amended Leave of Absence**

Name: Amanda DeVito  
Assign./Loc. Data Specialist/Lindell School  
Effective Dates: March 15, 2021-June 30, 2021 (on or about)  
Original Dates: March 21, 2021-June 30, 2021 (On or about)  
Reason: FMLA/Maternity

**(e) Appointment Part Time Teacher Aides 17.5 hours per week start date through June 25, 2021 (or earlier at the district's discretion) Rate subject to negotiations.**

Name	Building	Step	Hourly Rate Per Hour	Reason	Start Date
Corrine Kaufman <i>*rescind Building Aide Appointment</i>	East	1	16.67	IEP	03/10/2021
Seamus McDonagh	LBHS	1	16.67	IEP	03/08/2021

**(f) Completion of Probationary Appointment**

The staff member listed below has completed his probationary appointment and has received a satisfactory evaluation and is hereby recommended for permanent appointment.

Name: Lionel Jimenez  
Assign./Loc.: Cleaner/Lindell School  
Effective Date: April 7, 2021

**(g) BE IT RESOLVED**, the Board of Education of the Long Beach Public Schools hereby approves an agreement reached by the School District and an employee discussed in executive session dated February 12, 2021.

3. **ADOPTION OF POLICY #5250 SALE AND DISPOSAL OF DISTRICT PERSONAL PROPERTY**
4. **ADOPTION OF POLICY #5674 DATA NETWORKS AND SECURITY ACCESS**
5. **FIRST READING OF REVISED POLICY #6410 STAFF USE OF COMPUTERIZED INFORMATION RESOURCES**
6. **FIRST READING OF POLICY #6411 STAFF USE OF EMAIL IN THE DISTRICT**
7. **ADOPTION OF THE 2021-2022 DISTRICT CALENDAR**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the 2021-2022 School Calendar.

8. **ADOPTION OF 2021 SCHOOL ELECTION CALENDAR**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the 2021 School Election Calendar for the School Board/Budget Election to be held on May 18, 2021.

9. **APPROVAL OF NOMINATIONS TO NASSAU BOCES BOARD**

**WHEREAS**, there will be three seats on the Nassau Board of Cooperative Educational Services that will expire on June 30, 2021; three seats held by Susan Bergtraum, Martin R. Kaye and Michael Winnick, with each seat carrying a term of three years;

**BE IT RESOLVED**, that the Board approves the nomination of the following three candidates: Susan Bergtraum, Martin R. Kaye and Michael Winnick.

10. **APPROVAL OF STIPULATED SUM OWNER AND CONTRACTOR AGREEMENT FOR TRAFFIC CIRCULATION IMPROVEMENTS AND PARKING LOT MODIFICATIONS**

**WHEREAS**, the Board of Education of the Long Beach City School District is authorized to purchase apparatus, materials, equipment and supplies, and the contracting of services related to the installation, maintenance or repair of those items pursuant to General Municipal Law section 103(16); and

**WHEREAS**, the Town of Huntington General Requirements Contract #ES 2018-01/0-E has been awarded to The Landtek Group, Inc., for the procurement of contracts for the labor, materials, equipment and any other appurtenances necessary for the installation of erosion and traffic control measures and associated work, and has been extended by its terms to other governmental entities and political subdivisions in accordance with General Municipal Law section 103(16); and

**WHEREAS**, the District has received and seeks to accept a pricing proposal from The Landtek Group, Inc. dated February 25, 2021 for traffic circulation improvements and parking lot modifications at the Long Beach Schools Lido Complex pursuant to the foregoing requirements contract bid award ("Pricing Proposal"), contingent upon NYSED approval and permit issuance; now, therefore,

**BE IT RESOLVED**, that the Board of Education hereby approves The Landtek Group's Pricing Proposal pursuant to the Town of Huntington General Requirements Contract #ES 2018-01/0-E at a total cost not to exceed \$1,024,977, and authorizes the District to enter into a Stipulated Sum Owner and Contractor Agreement in accordance with this resolution; and

**BE IT FURTHER RESOLVED**, that the Board of Education authorizes the Assistant Superintendent of Finance and Operations to execute the Stipulated Sum Owner and Contractor Agreement on behalf of the Board.

## **11. APPROVAL OF BUDGET TRANSFERS**

### **A) PUPIL PERSONNEL SERVICES**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves a transfer in the amount of \$ 79,000.00 to the Health Contractual code from the Health Out of District Contracts code to cover the cost of Skilled Nursing Services for the 2020-21 school year.

### **B) TRANSPORTATION**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves a transfer in the amount of \$ 211,641.00 to the Transportation Garage Repair and Maintenance code from the Contract Transportation code to cover the cost of replacement / repair of CNG stations for the 2020-21 school year; and a transfer in the amount of \$ 3,212.96 to the Transportation Repair and Maintenance code from the Contract Transportation code to cover the cost of removal and installation of cameras and GPS systems in new vans.

### **C) FACILITIES AND OPERATIONS**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves a transfer in the amount of \$ 251,600 to the Operational Custodial Supplies code from the Health Insurance code to cover the cost of dividers for student desks and cafeteria tables for the 2020-21 school year.

**12. APPROVAL OF EMERGENCY PURCHASE**

**WHEREAS**, the COVID-19 pandemic is and continues to be a public emergency affecting the District's buildings and property and the life, health and safety of District students, staff, and residents requiring immediate action in order to maintain a safe environment in the District, including the purchase and procurement of adequate and necessary cleaning and safety products, materials, supplies, equipment, and personal protective equipment and/or services (collectively, "PPE"), which have become increasingly difficult to purchase or procure; and

**WHEREAS**, in accordance with GML Section 103(4), the ability to purchase adequate and appropriate PPE in a timely manner is essential to protect the life, health and safety of District students, staff and residents and constitutes such immediate action which cannot await competitive bidding or competitive offering; now, therefore,

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education of the Long Beach City School District hereby declares the timely and immediate purchase and procurement of PPE to be essential to protect the life, health and safety of District students, staff and residents and to constitute action which cannot await competitive bidding or competitive offering, pursuant to GML Section 103(4); and hereby authorizes the purchase of such PPE without competitive bidding or competitive offering on a case-by-case basis until June 30, 2021; and directs and authorizes the administration to take immediate action to execute purchase orders and/or contracts for the procurement of such PPE in accordance with this resolution.

**13. APPROVAL OF DISPOSITION OF OBSOLETE EQUIPMENT**

**BE IT RESOLVED** that, upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the disposal of the following Transportation vehicles that are obsolete:

	<b><u>Cash Amount District is Receiving Per Vehicle</u></b>
<b><u>4 Large Buses</u></b>	
VIN- 1T7YR4F2351147474: 2005 THOMAS	\$700
VIN- 1T7YR4F2551147475: 2005 THOMAS	\$700
VIN- 1T7YR4F2351147491: 2005 THOMAS	\$700
VIN- 1T7YR4F2551147492: 2005 THOMAS	\$700
<b><u>3 Small Vans</u></b>	
VIN-1GDJG31U241235241: 2004 GMC	\$350
VIN- 1GDJG31U141235490: 2004 GMC	\$350
VIN- 1GB6G3AG0A1157921: 2011 THOMAS	\$350
<b><u>1 Car</u></b>	
VIN- 1FAPP58U25A115085: 2005 FORD TAURUS	\$250

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

**15. PAYMENT OF LEGAL BILLS: LEGAL SERVICES**

**A) FRAZER & FELDMAN, LLP**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes expenditures in the amount of \$852.79 to Frazer & Feldman for legal services pertaining to Transportation Services Contracts for the period of November 1, 2020 through December 31, 2020.

**16. APPROVAL OF USE OF SCHOOLS APPLICATION**

**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 Football Club	Travel Soccer	Long Beach High School – Alumni Field	<p><b>March 1, 2021 – August 31, 2021</b></p> <p>Weekdays 6:00pm – 9:30pm</p> <p>Saturdays 12:30pm – 8:00pm</p> <p>Sundays 8:00am – 8:00pm</p>

<p>Long Beach Football Club</p>	<p>Travel Soccer</p>	<p>Long Beach Middle School – Athletic Field 11</p> <p>Long Beach Middle School – Athletic Field #12</p>	<p><b>March 1, 2021 – August 31, 2021</b></p> <p>Weekdays 5:30pm – 9:30pm</p> <p>Saturdays &amp; Sundays When Available</p>
<p>Long Beach/Lido Little League</p>	<p>Little League Baseball</p>	<p>Lindell Baseball Field</p>	<p><b>March 1, 2021 – June 27, 2021</b></p> <p>Weekdays 5:00pm – 8:30pm</p> <p>Saturdays &amp; Sundays 8:30am – 8:30pm</p>
<p>Long Beach/Lido Little League</p>	<p>Little League Baseball</p>	<p>Middle School Veterans Field</p>	<p><b>March 19, 2021 – June 20, 2021</b></p> <p>Saturdays &amp; Sundays 8:30am – 1:30pm</p>
<p>Long Beach/Lido Little League</p>	<p>Little League Baseball</p>	<p>Middle School BB/SB Field</p>	<p><b>March 19, 2021 – June 27, 2021</b></p> <p>Weekdays 6:00pm – 8:30pm</p> <p>Saturdays &amp; Sundays When/If Available</p>

Beach Youth Lacrosse	Youth Lacrosse Practice and Games	Lindell FB Field #2  Middle School Athletic Field #12  Middle School Veterans Field	<b>March 1, 2021 – June 30, 2021</b>  Monday thru Saturday 6:00pm – 9:00pm  Sundays 8:00am – 7:00pm
Coastal Tidal Waves	Travel Baseball	High School Athletic Field #4 BB	<b>March 14, 2021 – November 14, 2021</b>  Wednesdays 4:00pm – 6:00pm  Sundays 10:00am – 12:00pm

**SUBJECT: SALE AND DISPOSAL OF DISTRICT PROPERTY****Sale of School Property**

No school property will be sold without prior approval of the Board. However, the responsibility for these sales may be delegated. The net proceeds from the sale of school property will be deposited in the General Fund.

**Disposal of District Personal Property**Equipment

District equipment that is obsolete, surplus, or unusable by the District will be disposed of in such a manner that is advantageous to the District.

The Superintendent will be responsible for selling the equipment in such a way so as to maximize the net proceeds of sale. If it is determined that the equipment has no resale value, or attempts to sell have not produced an adequate return, the Superintendent or designee may dispose of the equipment in any manner which he or she deems appropriate. Destruction of any equipment will follow district protocols in order to safeguard private data.

Textbooks

Textbooks may lose their value to the educational program because of changes in the curriculum or because they contain outdated material or are in poor condition. If textbooks are no longer useful or usable, the procedures for disposal will adhere to the following order of preference:

- a) Sale of textbooks. If reasonable attempts to dispose of surplus textbooks fail to produce monetary return to the District; then
- b) Donation to charitable organizations; or
- c) Recycle through appropriate means.

Education Law §§ 1604(4), 1604(30), 1604(36), 1709(9), 1709(11), 2503, 2511, and 2512  
General Municipal Law §§ 51 and 800, et seq.

First Reading: January 12, 2020  
Second Reading: February 9, 2021  
Adoption Date: March 9, 2021

**SUBJECT: DATA NETWORKS AND SECURITY ACCESS**

The District values the protection of private information of individuals in accordance with applicable law, regulations, and best practice. Accordingly, District officials and Information Technology (IT) staff will plan, implement, and monitor IT security mechanisms, procedures, and technologies necessary to prevent improper or illegal disclosure, modification, or denial of sensitive information in the District Computer System (DCS). Similarly, IT mechanisms and procedures will also be implemented in order to safeguard District technology resources, including computer hardware and software. District network administrators may review District computers to maintain system integrity and to ensure that individuals are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.

In order to achieve the objectives of this policy, the Board entrusts the Superintendent or designee to:

- a) Inventory and classify personal, private, and sensitive information on the DCS to protect the confidentiality, integrity, and availability of information;
- b) Develop password standards for all users including, but not limited to, how to create passwords and how often passwords should be changed by users to ensure security of the DCS;
- c) Ensure that the "audit trail" function is enabled within the District's network operating system, which will allow the District to determine on a constant basis who is accessing the DCS, and establish procedures for periodically reviewing audit trails;
- d) Develop procedures to control physical access to computer facilities, data rooms, systems, networks, and data to only authorized individuals; these procedures may include ensuring that server rooms remain locked at all times and the recording of arrival and departure dates and times of employees and visitors to and from the server room;
- e) Establish procedures for tagging new purchases as they occur, relocating assets, updating the inventory list, performing periodic physical inventories, and investigating any differences in an effort to prevent unauthorized and/or malicious access to these assets;
- f) Periodically grant, change, and terminate user access rights to the overall networked computer system and to specific software applications and ensure that users are given access based on, and necessary for, their job duties;
- g) Limit user access to the vendor master file, which contains a list of vendors from which District employees are permitted to purchase goods and services, to only the individual who is responsible for making changes to this list, and ensure that all former employees' access rights to the vendor master list are promptly removed;

(Continued)

**SUBJECT: DATA NETWORKS AND SECURITY ACCESS (Cont'd.)**

- h) Determine how, and to whom, remote VPN access should be granted, obtain written agreements, as appropriate, and monitor and control remote access;
- i) Verify that laptop computer systems assigned to teachers and administrators use full-disk encryption software to protect against loss of sensitive data;
- j) Deploy software to servers and workstations to identify and eradicate malicious software attacks such as viruses and malware;
- k) Maintain a disaster recovery plan appropriate for the size and complexity of District IT operations to ensure continuous critical IT services in the event of any sudden, catastrophic event, including, but not limited to fire, computer virus, or deliberate or inadvertent employee action.

First Reading: January 12, 2020  
Second Reading: February 9, 2021  
Adoption Date: March 9, 2021

Human Resources

**SUBJECT: STAFF USE OF COMPUTERIZED INFORMATION RESOURCES**

**I. DISTRICT COMPUTER SYSTEM**

The Board of Education will provide staff with access to various computerized information resources through the District's computer system (DCS hereafter) consisting of software, hardware, computer networks, wireless networks/access and electronic communication systems. This may include access to electronic mail and the Internet. It may also include the opportunity for staff to have independent access to the DCS from their home or other remote locations, and/or to access the DCS from district-owned or their personal devices. All use of the DCS and the wireless network, including independent use off school premises and use on personal devices, shall be subject to this policy and accompanying regulations. Every employee/authorized user has a responsibility to be knowledgeable about the inherent risks associated with social media and email usage and to avoid placing the School District at risk.

The Board encourages staff to make use of the DCS to explore educational topics, conduct research and contact others in the educational world. The Board anticipates that staff access to various computerized information resources will both expedite and enhance the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent to provide staff with training in the proper and effective use of the DCS.

All employees/authorized users will be required to access a copy of the District's policies on staff and student use of computerized information resources and the regulations established in connection with those policies. Each user will acknowledge in writing this employee/designated user agreement before establishing an account or continuing in his/her use of email.

Generally, the same standards of acceptable staff conduct which apply to any aspect of job performance shall apply to use of the DCS. Employees are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff.

Access to confidential data may be required of District employees in the performance of their duties. Safeguarding this data is a District obligation that the Board of Education takes very seriously. Employees have a responsibility to maintain confidentiality when utilizing electronic mail and/or when accessing the DCS on or off school grounds. District employment does not automatically guarantee the initial or ongoing ability to use mobile or personal devices to access the DCS and the information it may contain.

This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. The Superintendent or his/her designee will further define general guidelines of appropriate staff conduct and use as well as prohibited behavior.

## Human Resources

District staff shall also adhere to the laws, policies and rules governing information technology and intellectual property rights including, but not limited, to copyright laws, rights of software publishers, license agreements, and rights of privacy protected federal and state laws.

Staff members who engage in unacceptable use may lose access to the DCS and may be subject to further discipline under the law and in accordance with applicable collective bargaining agreements. Legal action may be initiated against a staff member who willfully, maliciously or unlawfully damages or destroys property of the District.

## **II. SOCIAL MEDIA USE BY EMPLOYEES**

The School District recognizes the value of teacher and professional staff inquiry, innovation, investigation and communication using new technology tools to enhance student learning experiences. The School District also realizes its obligations to teach and ensure responsible and safe use of these new technologies. Social media, including social networking sites, have great potential to connect people around the globe and enhance communication. Every employee/authorized user has a responsibility to be knowledgeable about the inherent risks associated with email and social media site usage and to avoid placing the School District at risk.

For purposes of this Policy, the definition of public social media networks or Social Networking Sites (SNS) are defined to include: websites, applications, Web logs (blogs), wikis, social networks, online forums, virtual worlds, video sites and any other social media generally available to the School District Community which do not fall within the District's electronic technology network (e.g. Facebook, Twitter and Instagram). The definition of District approved, password-protected social media tools are those that fall within the District's electronic technology network or which the District has approved for educational use (e.g., Google). Within these internal forums, the District has greater authority and ability to protect minors from inappropriate content and can limit public access.

The use of social media (whether public or internal) can generally be categorized as Professional/Instructional Use and Personal Use. The definitions, uses and responsibilities will be further defined and differentiated in the Administrative Regulation. Personal use of social media or SNS by employees during District time or on District owned equipment is discouraged. Employees should maintain the highest level of professionalism, when communicating on social media or SNS, whether using District devices or their own personal devices, as the District views employees as role models both at school and away from school. Communications which disrupt co-worker relations, erodes a close working relationship premised on professionalism and confidentiality, and/or interferes with the performance of an employee's duties may be deemed inappropriate. Employees have a responsibility to address inappropriate behavior or activity on these networks, including requirements for mandated reporting and compliance with all applicable District Policies and Regulations.

Human Resources

**III. CONFIDENTIALITY, PRIVACY INFORMATION AND PRIVACY RIGHTS**

Confidential and/or private data, including but not limited to, protected student records, employee personal identifying information, and District assessment data, shall only be loaded, stored or transferred to District-owned devices which have encryption and/or password protection. This restriction, designed to ensure data security, encompasses all computers and devices within the DCS, any mobile devices, including flash or key drives, and any devices that access the DCS from remote locations. Staff will not use email to transmit confidential files in order to work at home or another location or cloud based storage services (such as Dropbox, Google drive, SkyDrive, etc.) for confidential files.

Staff will not leave any device unattended with confidential information visible. All devices are required to be locked down while the staff members steps away from the device, and settings enabled to freeze and lock after a set period of inactivity.

Staff data files and electronic storage areas shall remain District property, subject to District control and inspection. The Director of Instructional Technology or his/her designee may access all such files and communications without prior notice to ensure system integrity and that users are complying with requirements of this policy and accompanying regulations. Staff should **NOT** expect that information stored on the DCS will be private.

First Reading: April 21, 2016

Second Reading: May 5, 2016

Adoption: May 26, 2016

First Reading of Revised: March 9, 2021

Adoption:

**SUBJECT: STAFF USE OF EMAIL IN THE DISTRICT****I. Overview**

Email is a valuable tool that allows for quick and efficient communication. However, careless, unacceptable, or illegal use of email may place the District and members of its community at risk. Use of email in the District must be consistent with the District's educational goals and comply with federal and state laws and regulations, as well as all applicable District policies, regulations, procedures, collective bargaining agreements, and other related documents such as the District's *Code of Conduct*. This includes, but is not limited to, this policy and the District's policies on non-discrimination and anti-harassment, protecting the personal information of District employees and students, acceptable use, and record management.

District-related emails are most secure and best managed when District email services are used. Accordingly, the District's email services should be used for all district-related emails, including emails in which students or student issues are involved. Personal email accounts should not be used to conduct District-related business. Further, District email accounts should not be used as any individual's primary personal email address.

**Scope and Application of Policy**

This policy applies to all District employees and any individual assigned a District email address to conduct District-related business (authorized user).

**II. Sending Emails with Personal, Private, and Sensitive Information**

Personal, private, and sensitive information (PPSI) is any information to which unauthorized access, disclosure, modification, destruction, use, or disruption of access or use could have or cause a severe impact on critical District functions, employees, students, third parties, or other individuals or entities. For purposes of this policy, PPSI includes, but is not limited to:

- a) District assessment data;
- b) Protected student records;
- c) Information subject to laws protecting personal information such as Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Act (IDEA), Health Insurance Portability and Accountability Act (HIPAA);
- d) Social security numbers;
- e) Driver's license or non-driver identification card numbers;
- f) Credit or debit card numbers;
- g) Account numbers;

(Continued)

**SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)**

- h) Passwords; and
- i) Access codes.

The failure to follow proper security protocols when emailing PPSI increases the risk that unauthorized individuals could access and misuse PPSI.

District employees and authorized users may not send or forward emails that include:

- a) PPSI without building principal or supervisor authorization. Additional precautions, such as encrypting the email in a District-approved method, should be taken when sending any emails containing PPSI.
- b) Lists or information about District employees without building principal or supervisor authorization.
- c) Attachments with file names that may disclose PPSI. Files containing PPSI should be password protected and encrypted. File protection passwords should not be transmitted via email. District employees and authorized users may use cloud-based storage services to transmit files with PPSI with previous District approval or consulting with a building principal or supervisor.

Any questions regarding the District's protocols for sending emails with PPSI or what information may or may not be emailed should be directed to a supervisor or the Director of Instructional Technology.

**III. Receiving Suspicious Emails**

Social engineering attacks are prevalent in email. In a social engineering attack, an attacker uses human interaction (social skills) to obtain confidential or sensitive information.

Phishing attacks are a form of social engineering. Phishing attacks use fake email messages pretending to represent a legitimate person or entity to request information such as names, passwords, and account numbers. They may also deceive an individual into opening a malicious webpage or downloading a file attachment that leads to malware being installed.

Malware is malicious software that is designed to harm computer systems. Malware may be inadvertently installed after an individual opens an email attachment, downloads content from the Internet, or visits an infected website.

(Continued)

## Personnel

**SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)**

Before responding to any emails, clicking on any hyperlinks, or opening any attachments, District employees and authorized users should review emails for indicators of suspicious activity. These indicators include, but are not limited to:

- a) Attachments that were not expected or make no sense in relation to the email message;
- b) When the recipient hovers the mouse over a hyperlink that is displayed in the email, the link to the address is for a different website;
- c) Hyperlinks with misspellings of known websites;
- d) The sender is not someone with whom the recipient ordinarily communicates;
- e) The sender's email address is from a suspicious domain;
- f) Emails that are unexpected, unusual, or have bad grammar or spelling errors; and
- g) Emails asking the recipient to click on a link or open an attachment to avoid a negative consequence or to gain something of value.
- h) Emails marked as external messages but appearing as internal communications.

District employees and authorized users should forward suspicious emails to the District's information technology (IT) staff.

**IV. No Expectation of Privacy**

District employees and authorized users should have no expectation of privacy for any email messages they create, receive, or maintain on their District email account. The District has the right to monitor, review, and audit each District employee's and authorized user's District email account.

Email accounts on the District's system are the property of the School District.

**V. Accessing District Email Services on Personal Devices**

In the event a District employee or authorized user loses a personal device that has been used to access the District's email service, that District employee or authorized user should notify the District's IT staff so that measures can be taken to secure the email account.

**VI. Personal Use**

The District's email services are intended for District-related business only. Incidental or limited personal use of the District's email services is allowed so long as the use does not interfere with job performance. However, District employees and authorized users should have no expectation of privacy in this email use.

(Continued)

## Personnel

**SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)**

If employees decide to use the District's email system for personal use, the employee will be held accountable for the content of all incoming and outgoing personal messages. The District has the right to monitor all school district owned email accounts. If the use of an account by an employee is found to be in violation of Federal or State law or regulation, and/or school district policy, and contractual and/or assigned responsibilities, the employee may be subject to prosecution and/or disciplinary action. Employees should maintain the highest level of professionalism, when communicating via email, as the District views employees as role models both at school and away from school. Communications which disrupt and/or interfere with the performance of any employee's duties may be deemed inappropriate.

It is prohibited to use the District's email services for:

- a) Illegal purposes;
- b) Transmitting threatening, obscene, discriminatory, or harassing materials or messages;
- c) Personal gain or profit, e.g., outside tutoring, second jobs, music lessons;
- d) Promoting religious or political causes; and/or
- e) Sending spam, chain letters, or any other type of unauthorized widespread distribution of unsolicited mail.
- f) The District's email services should not be used to conduct job searches, post personal information to bulletin boards, blogs, chat groups, and list services, etc.

Personal email accounts or services should not be accessed via the District Computer System (DCS) without authorization from a building principal or supervisor.

**VII. Confidentiality**

Staff will not use email to transmit confidential files in order to work at home or another location.

**VIII. Training**

District employees and authorized users will receive ongoing training related to the use of email in the District. This training may cover topics such as:

- a) What is expected of users, including the appropriate use of email with students, parents, and other individuals to avoid issues regarding harassment and/or charges of fraternization;
- b) How to identify suspicious emails, as well as what to do after receipt of a suspicious email;
- c) Emailing PPSI;
- d) How to reduce risk to the District;

(Continued)

**SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)**

- e) Cost of policy non-compliance;
- f) Permanence of email, including how email is never truly deleted, as the data can reside in many different places and in many different forms; and
- g) Users not having an expectation of privacy when using the DCS or any District email service.

**IX. Notification**

The District will provide annual notification of this policy and any corresponding regulations to all District employees and authorized users. The District will then require that all employees and authorized users acknowledge that they have read, understood, and will comply with the policy and regulations.

**X. Records Management and Retention**

The same laws and business records requirements apply to email as to other forms of written communication.

Email will be maintained and archived in accordance with Retention and Disposition Schedule for New York Local Government Records (LGS-1) and as outlined in any records management policies, regulations, and/or procedures.

Additionally, emails may be subject to disclosure under the Freedom of Information Law (FOIL), a court action, an audit, or as otherwise required or permitted by law or regulation.

**XI. Disciplinary Measures**

Failure to comply with this policy and any corresponding regulations or procedures may subject a District employee and authorized user to discipline such as loss of email use, loss of access to the DCS, and/or other disciplinary action up to and including termination. When applicable, law enforcement agencies may be contacted.

The District's IT staff may report inappropriate use of email by a District employee or authorized user to the District employee or authorized user's building principal or supervisor who may take appropriate action which may include disciplinary measures.

NOTE: Refer also to Policies #3320 -- Confidentiality of Computerized Information  
#3420 -- Non-Discrimination and Anti-Harassment in the District  
#5670 -- Records Management  
#6410 -- Staff Acceptable Use Policy  
#8271 -- Internet Safety/Internet Content Filtering

First Reading: March 9, 2021

Second Reading:

Adoption:

# Long Beach School District – 2021-2022 Calendar (Approved 3/9/2021)

JULY '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**4** Independence Day  
**5** District Office Closed

**17** Martin Luther King Jr. Day

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

(20)

AUGUST '21						
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22	23	24	25	26	27	28
29	30	31				

**21-25** Winter Recess

FEBRUARY '22						
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13	14	15	16	17	18	19
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27	28					

(15)

SEPTEMBER '21						
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26	27	28	29	30		

**1** Supt. Conf. Day  
**6** Labor Day  
**7/8** Rosh Hashanah  
**9** First Day of School  
**16** Yom Kippur

(15 + 1 = 16)

MARCH '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
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27	28	29	30	31		

(23)

OCTOBER '21						
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24	25	26	27	28	29	30
31						

**11** Columbus Day

(20)

**15-22** Spring Recess

APRIL '22						
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(15)

NOVEMBER '21						
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28	29	30				

**2** Supt. Conf. Day  
**11** Veterans Day  
**25/26** Thanksgiving Recess

(18 + 1 = 19)

**30** Memorial Day

MAY '22						
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22	23	24	25	26	27	28
29	30	31				

(21)

DECEMBER '21						
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26	27	28	29	30	31	

**24-31** Holiday Recess

(17)

**20** Juneteenth  
**24** Last Day of School

JUNE '22						
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(17)

## 2021 SCHOOL ELECTION CALENDAR

## School Board and Library Board Annual Budget Vote and Election

DATE	REQUIREMENTS
March 1, 2021	School districts must submit any information necessary for the calculation of the tax levy limit to the State Comptroller and the Commissioners of Education and Taxation and Finance.
By law no later than March 1, 2021	Last day to require Nassau County Board of Elections to turn over to Bold Systems, registers used at last general election under Sections 5-100, 5-400, 5-612, Sub.3 Election Law. In place of original registers the Board of Elections may furnish either duplicate of central file registration or registration lists of voters. (Section 2606, Sub. 2 Education Law).
Week of March 31-April 4, 2021	First publication of Notice of Budget Hearing and Vote, Library Budget Vote, and Election of two (2) School Board Members and one (1) Library Board Member. Published four times in two newspapers having general circulation in the district seven weeks before election. (April 3, April 17, May 1, May 15, 2021).
April 2, 2021	Notification to Board of Elections of School Election to be on May 18, 2021 not less than 45 days before election. (Section 5-612, Sub. 5 Election Law).
April 19, 2021	Candidates' first report on campaign expenditures due in the District Clerk's office. Reports on expenditures of \$500 or more are to be filed with the Commissioner of Education as well. (Sections 1528 and 1529 Education Law).
April 20, 2021	Candidates meet with the District Clerk to draw ballot positions at 8:30 AM in the Administration Building.
April 22, 2021	Districts Must Transmit Property Tax Report Card to SED by the end of the next business day following its approval by the School Board, but not later than the 24 <sup>th</sup> day before budget vote.
April 28, 2021	Last day to file nominating petitions (100 qualified signatures). (Section 2608, Sub. 1, Education Law) Petitions for Board of Education or Library will state length of the term of office. Petitions must be delivered by 5:00 PM to the District Clerk.
April 27-May 4, 2021	Districts Must Complete Budget 7 Days before Public Hearing (May 11)

## 2021 SCHOOL ELECTION CALENDAR

## School Board and Library Board Annual Budget Vote and Election

May 4, 2021	Designated day for personal registration from 2:00 P.M. to 8:00 P.M. at the Long Beach Middle School, 239 Lido Boulevard, Lido Beach, NY (Section 2606, Sub. 2 Education Law). Upon completion, the Register shall be filed in the District Clerk's Office for inspection by qualified voters not less than 2 weeks prior to the Election (Section 2606 Sub. 6 Education Law).
May 4-18, 2021	Copies of the Budget must be available to the residents upon request (during the 14 days before the vote and on day of vote).
May 8, 2021 and May 15, 2021	Clerk will publish at least once in each of the two weeks preceding election in a newspaper or post conspicuously in twenty places, a notice stating that the school election district registers have been filed, noting the place at which they are on file, and the hours during which they will be open for inspection during each day up to May 18, 2021. (Section 2606 Sub. 6 Education Law).
May 11, 2021	Public Hearing on proposed Budget for 2021-2022.
May 12, 2021	Deadline for mailing budget notice (6 days before vote).
May 13, 2021	School Board candidates' second campaign expenditure report due in District Clerk's Office. Reports on expenditures of \$500 or more are to be filed with the Commissioner of Education as well. (Sections 1528 and 1529 Education Law).
May 18, 2021	Annual Election held on third Tuesday of May 2021, 7:00 A.M. to 9:00 P.M. (Section 2602 Subs. 1, 3 Education Law) to fill two vacancies for Member of the Board of Education and one vacancy for Library Trustee and to vote on the School Budget and Library Budget for 2021-2022. Clerk must distribute to each School Election District for use on district election day, the registration lists (as updated) transmitted from the Board of Elections.
May 18, 2021	Board of Education meets after close of polls to examine, tabulate and canvass election results. (Section 2610, Subs. 3, 4, Education Law) (Chapter 69 of Laws of 1979).
May 19, 2021	Clerk of the Board serves written notice to person elected (Section 2610, Sub. 5 Education Law) and length of the term of office.
May 19, 2021	Return of General Election Registers (Section 2606, Sub. Education Law). However, certified registry lists need not be returned to the Board of Elections.
June 7, 2021	Third campaign expenditure statement to be filed by each candidate for School Board with District Clerk. Reports on expenditures of \$500 or more are to be filed with the Commissioner of Education as well. (Sections 1528 and 1529 Education Law).