



Farmingdale School District

Board of Education Meeting
June 3, 2020

EXECUTIVE SESSION, 6:00 P.M.
Virtual Meeting

It is anticipated that upon a majority vote of the total membership of the Board, a motion to meet in Executive Session to discuss specific litigation, collective bargaining, and personnel issues in accordance with Open Meetings Law will be considered. Following the Executive Session the Board will hold a virtual meeting approximately 8 p.m.

PUBLIC MEETING, 8:00 P.M.

Virtual

Welcome to this evening's meeting of the Board of Education.

Pursuant to Executive Order 202.1 (and subsequent orders closing District schools) issued by the Hon. Andrew M. Cuomo, Governor of the State of New York, signed March 12, 2020, and due to the concerns of the Board of Education for the Health and Safety of the community emanating from the current COVID 19 pandemic, there will be no in-person public access to the aforementioned board meeting and instead the meeting will be live streamed and recorded. Access to the live stream can be had by accessing the school district's website for a link that will bring you to a youtube site and the recording of the meeting can be accessed on www.farmingdaleschools.org. In addition, the public participation portion of the meeting shall be suspended by board resolution.

PLEASE KNOW THAT THE BOARD OF EDUCATION IS INTERESTED IN ENCOURAGING MEMBERS OF THE PUBLIC TO SHARE THEIR IDEAS, COMMENTS AND QUESTIONS. YOU MAY SEND YOUR FEEDBACK AND QUESTIONS TO US THROUGH OUR EMAIL ACCOUNT: BOE@FARMINGDALESCHOOLS.ORG. QUESTIONS WILL BE PUBLICLY ADDRESSED AT NEXT WEEK'S BOARD MEETING. THANK YOU FOR YOUR ANTICIPATED COURTESY AND COOPERATION.

Call to Order

Pledge of Allegiance

Superintendent's Update

- Monthly Report
- Board Recognition- Retirees
- 2020/21 Budget Presentation- Michael Motisi

Board of Education Minutes

Motion made by _____, seconded by _____ to approve the minutes of

1. Minutes of May 6, 2020 Board Meeting
2. Minutes of May 19, 2020 Board Meeting/Adopt Budget for Voter Approval

Board Correspondence

Board Committee Reports

Consideration of Consent Agenda:

Motion made by _____, seconded by _____ that the Consent Agenda consisting of Items I (a-i), II (a-i), and III (a-d) be approved as a whole with action recorded separately.

I. Business Report

a. Acceptance for File of Financial Reports

1. Acceptance of Extra Curricular Report - April 2020
2. Acceptance of Treasurer's Report - April 2020
3. Acceptance of Revenue and Expenditure Report - April 2020
4. Acceptance of Claims Auditor Report - April 2020

b. Approval of Contracts and Agreements

1. Approval of a Service Agreement and Business Associate Agreement for Compliance with the HIPAA Act of 1996 with Zycron Industries, LLC to Provide Assistance of Medicaid Submissions for the 2020/21 School Year
2. Approval of an Agreement with Aquarius Capital Solutions Group, LLC for Actuarial Services for the 2020/21 School Year
3. Approval of a Facility Use Agreement with the American Red Cross for the 2020/21 School Year
4. Approval of an Agreement with Edgewater Consulting, LLC for Federal, Capital Project Filings, and State Aid Maximization Services for the 2020/21 School Year
5. Approval of an Extended Warranty Services Agreement with Tecogen Inc. for the Maintenance of the Cogeneration System for the 2020/21 School Year
6. Approval of an Inter-Municipal Agreement with the Farmingdale Public Library for Snow Removal for the 2020/21 School Year
7. Approval of an Inter-Municipal Cooperative Parking Lot License Agreement with the Incorporated Village of Farmingdale for the 2020/21 School Year
8. Approval of Service Agreement and Business Associate Agreement for Compliance with the HIPAA Act of 1996 with Long Island Athletic Services Inc. to Provide Athletic Trainer Services for the 2020/21 School Year
9. Approval of an Agreement with Nassau BOCES for a One-Year Lease for Classroom Space at Woodward Parkway Elementary School for Special Education Elementary Program for the 2020/21 School Year
10. Approval of an Affordable Care Act Administration Agreement with Seneca Consulting Group for 2020-21 and a Business Associate

- Agreement for Compliance with the HIPAA Act of 1996 for the 2020-21 School Year
11. Approval of a Nursing Affiliation Agreement with SUNY Farmingdale State College for 2020-21
 12. Approval of NFHS School Broadcast Program One-time Fee User Agreement
 13. Approval of Health & Welfare Services Agreements for Resident Students Attending Non Public Schools Outside of the District for the 2019/20 School Year (Amityville & South Huntington)
 14. Approval of a Consultant Services Contract with Farmingdale CARE for the Service of Universal Pre-K Program by a Community Based Organization for the 2020-2021 School Year
 15. Approval of a Consultant Services Contract for the Universal Pre-K Program for the 2020-2021 School Year Administrative Consultant: Ellen Krammer
 16. Approval of a Consultant Services Contract for the Universal Pre-K Program for the 2020-2021 School Year Educational Consultant: Eileen Lamdan
 17. Approval of an Amendment to Agreement with Nassau BOCES for a Regional Summer School Program - Summer 2020
 18. Approval of an Apple Direct Customer Agreement Renewal for the 2020/21 School Year
 19. Approval of an Agreement with Challenge Day
 20. Approval of an Agreement with Flocabulary for the 2020/21 School Year
 21. Approval of a Renewal Agreement with Nearpod for the 2020/21 School Year
 22. Approval of an Agreement with JStor for the 2020/21 School Year
 23. Approval of TalkingPoints Software Services and Support Agreement for the 2020/21 school year
 24. Approval of GoGuardian End User License Renewal Agreement for the 2020/21 school year
 25. Approval of a One-Year Contract Extension with Nesco Bus Maintenance, Inc. for the 2020/21 School Year
 26. Approval of a Renewal Agreement with Lexmark Testing Assistant for the 2020/21 School Year
 27. Approval of a Special Education and General Education Contract
 28. Approval of Special Education and General Education Contracts
 29. Approval a Letter of Agreement with LIU Post High School Scholars Program for the 2020-2021 School Year
 30. Approval of an Addendum Agreement with Educational Bus Transportation, Inc.
- c. Acceptance of Funds and Increase the 2019/20 Budget for Participation in PTA Arts-in-Education
 - d. Acceptance of a Donation to the Andres F. Romay Memorial Scholarship Fund
 - e. Approval of Participation in the Joint Cooperative Bid Program with Nassau BOCES for the 2020/21 School Year
 - f. Acceptance of a Donation to the Achievement in the Face of Adversity Scholarship Fund
 - g. Acceptance of a Donation to the Sports Rehabilitation Scholarship Fund
 - h. Approval of Extension of Award of Bid - Woodwind/Brass Instrument Repair
 - i. Approval of Award of Bid - Music Equipment & Supplies

II. Items for Action

- a. Approval of an Additional Impartial Hearing Officer
- b. Approval of Appointments to Board of Registration
- c. Disposal of Cast Ballots / May 21, 2019 Budget Vote and Election
- d. Approval of the Revised Property Tax Report Card for the 2020/21 School Year
- e. Appointment of Chief Inspector, Assistant Clerks and Inspectors / Budget Vote and Election
- f. Approval of Memorandum of Agreement with the CSEA Cafeteria Employees Unit
- g. Approval of Memorandum of Agreement with the CSEA Clerical/Custodial Unit
- h. Approval of a Memorandum of Agreement with the Superintendent of Schools
- i. Approval of the Infinite Campus End User License Agreement for the 2020/21 School Year

III. Superintendent's Report

- a. Personnel Items -- Instructional
- b. Personnel Items -- Non-Instructional
- c. Approval of the Committee on Special Education Placements Report and Acceptance for File of Said Report
- d. Approval of the Committee on Preschool Special Education Placements Report and Acceptance for File of Said Report

IV. Items for Discussion and Action

Motion made by _____, seconded by _____ to accept and approve

1. Authorization to Transfer Excess Fund Balance in the General Fund for the Period Ending June 30, 2020
2. Authorization to Issue and Sell Tax Anticipation Notes
3. Authorization to Issue and Sell Revenue Anticipation Notes

V. Items for Discussion

1. Draft Policy and Regulation 8635, Information and Data Privacy Security, Breach and Notification
2. Draft 2020-2021 Districtwide School Safety Plan

Adjournment

Mary E. Rogers, District Clerk

Board of Education

50 Van Cott Ave
Farmingdale, NY 11735

SCHEDULED**CONSENT ITEM (ID # 6289)**

Meeting: 06/03/20 08:00 PM

Department: Assistant to the Superintendent for Business

Category: Action Item

Prepared By: Ro Fullam

Initiator: Michael Motisi

Sponsors:

DOC ID: 6289

**Authorization to Transfer Excess Fund Balance in the
General Fund for the Period Ending June 30, 2020**

RESOLVED, that upon the recommendation of the Superintendent, Farmingdale Union Free School District's Board of Education hereby authorizes the attached transfer of funds from the 2019/20 Excess Fund Balance in the General Fund.

**Farmingdale School District
General Fund Reserves - Period Ending June 30, 2020**

	G.M.L. or Ed. Law Section	Maximum Not-to-Exceed Transfer
Workers' Compensation Reserve Fund	G.M.L. 6-J	\$1,000
Employee Benefit Accrued Liability Reserve Fund	G.M.L. 6-P	\$1,500,000
Retirement Contribution Reserve Fund	G.M.L. 6-R	\$2,911,384
Unemployment Insurance Payment Reserve Fund	G.M.L. 6-M	\$400,000
Insurance Reserve Fund	G.M.L. 6-N	\$3,000
Capital Reserve Fund	Ed. Law 3651	*\$350,000

- * The remaining balance permitted under Education Law 3651 to be allocated to the capital reserve as of June 30, 2019 is \$260,748.

**FARMINGDALE UNION FREE SCHOOL DISTRICT
FUND BALANCE AND RESERVES PLAN (UPDATED JUNE 2020)**

Workers' Compensation Reserve Fund

Creation – This reserve was created on June 30, 1982 via Board of Education resolution. This reserve is considered *Restricted* fund balance.

Purpose – The purpose of this reserve fund is to pay for workers' compensation benefits and other expenses authorized by Article 2 of the Workers' Compensation Law, and for payment of expenses of administering this self-insurance program.

Funding Methods – This reserve was funded through fund balance over the course of several years.

Use of Reserve – The district plans to utilize the funds in this reserve to offset the costs associated with claims from when it was self-insured. A referendum is not required to expend moneys from this reserve.

Monitoring of Reserve – This reserve is monitored by the Assistant to the Superintendent for Business.

Funding Level – The current funding level has been deemed adequate to cover any and all costs that could result from when the district was self-funded. If at the end of any fiscal year, moneys in the fund exceed the amounts required to be paid for compensation, benefits and expenses, plus any additional amount required to pay all pending claims, the Board of Education, within 60 days of the close of such fiscal year, may elect to transfer all or part of the excess amount to certain other funds, or may apply all or part of the excess to the budget appropriation of the next succeeding fiscal year. Subsequent to being self-insured, money remaining in the fund may be transferred to certain other reserve funds, but only to the extent moneys in the fund exceed an amount sufficient to pay all authorized expenditures, both accrued and contingent.

6/30/19 Actual Balance: \$112,289, including interest

Maximum Not-to-Exceed Transfer into of \$1,000

6/30/20 Maximum Not-to-Exceed Value: \$113,289, including interest

Employee Benefit Accrued Liability Reserve Fund

Creation – This reserve was created on June 30, 2003 via Board of Education resolution. This reserve is considered *Restricted* fund balance.

Purpose – This reserve is for the cash payment of the monetary value of accumulated or accrued and unused sick leave, holiday leave, vacation leave, time allowance granted in lieu of overtime compensation and other forms of payment for accrued leave time and benefits due an employee upon termination for the employee's service with the district.

Funding Methods – This reserve was funded through fund balance over the course of several years.

Use of Reserve – This reserve is used to pay for accumulated leave upon an employee's retirement. Referendum is not required to expend moneys from this reserve.

Monitoring of Reserve – This reserve is monitored by the Assistant to the Superintendent for Business.

Funding Level – This reserve should be funded at 100% of the accrued liability for unused accumulated leave time. As of the fiscal year ended June 30, 2019, this reserve was not fully funded.

6/30/19 Actual Balance: \$3,541,856, including interest

Maximum Not-to-Exceed Transfer into of \$1,500,000

6/30/20 Maximum Not-to-Exceed Value: \$4,000,000, including interest

Retirement Contribution Reserve Fund

Creation – This reserve was created on June 30, 2006 via Board of Education resolution. This reserve is considered *Restricted* fund balance.

Purpose – This reserve is used to pay for district expenses to the NYS Employees' Retirement System (ERS) only. Payments to the NYS Teachers' Retirement System (TRS) are not allowed from this reserve.

Funding Methods – This reserve was funded through fund balance over the course of several years.

Use of Reserve – The district may use this reserve to offset costs to the district portion of NYS ERS contributions. Beginning with the 2013-14 budget, increases in district required contributions are planned to be funded by The Reserve for Retirement Contributions. A portion of the funds may be transferred to another reserve fund established pursuant to section 3651 of the Education Law following a public hearing conducted in the manner set forth in the law. A referendum is not required to expend moneys from this reserve.

Monitoring of Reserve – This reserve is monitored by the Assistant to the Superintendent for Business.

Funding Level – General Municipal Law does not limit the funding level of this reserve.

6/30/19 Actual Balance: \$2,451,488, including interest, which is sufficient to pay for approximately 1 year of employer ERS expense

Maximum Not-to-Exceed Transfer into of \$2,911,384

6/30/20 Maximum Not-to-Exceed Value: \$5,362,872, including interest, which is sufficient to pay for approximately 2 years of employer ERS expense

Unemployment Insurance Payment Reserve Fund

Creation – This reserve was created on June 30, 1981 via Board of Education resolution. This reserve is considered *Restricted* fund balance.

Purpose – This reserve is used to reimburse the State for payments made to claimants where the district uses the benefit reimbursement method.

Funding Methods – This reserve was funded through fund balance over the course of several years.

Use of Reserve – This reserve is used to offset unemployment expenses paid by the district.

Monitoring of Reserve – This reserve is monitored by the Assistant to the Superintendent for Business.

Funding Level – This reserve was adequately funded at approximately two times the sum of the expense for the last five years.

6/30/19 Actual Balance: \$217,144, including interest

Maximum Not-to-Exceed Transfer into of \$400,000

6/30/20 Maximum Not-to-Exceed Value: \$617,144, including interest

Insurance Reserve Fund

Creation – This reserve was created on June 30, 2006 via Board of Education resolution. This reserve is considered *Restricted* fund balance.

Purpose – The purpose of this reserve is to fund certain uninsured losses, claims, actions, or judgments for which the local government is authorized or required to purchase or maintain insurance, with a number of exceptions. It may also be used to pay for expert or professional services in connection with the investigation, adjustment, or settlement of claims, actions, or judgments.

Funding Methods – This reserve was funded through fund balance over the course of several years. Future funding of this reserve is not planned at this time.

Use of Reserve – This reserve would be used to pay any allowable claims, as described in the purpose for this reserve.

Monitoring of Reserve – This reserve is monitored by the Assistant to the Superintendent for Business.

Funding Level – The current funding level of this reserve was established in connection with the outstanding lawsuits the district was engaged in over faulty building construction.

6/30/19 Actual Balance: \$409,625, including interest

Maximum Not-to-Exceed Transfer into of \$3,000

6/30/20 Maximum Not-to-Exceed Value: \$412,625, including interest

Capital Reserve Fund

Creation – This reserve was originally created on May 19, 2009 via voter approval. A new reserve was established via voter approval on May 19, 2015. This reserve is considered *Restricted* fund balance.

Purpose – This reserve may be used to finance all or part of the cost of construction, reconstruction, or acquisition of capital improvements and/or acquisition of equipment.

Funding Methods – Voter approval is required to establish and fund this reserve. In accordance with the approved proposition, this reserve is funded from fund balance.

Use of Reserve – This reserve is used to fund various district capital improvements. Use of this reserve requires voter approval.

Monitoring of Reserve – This reserve is monitored by the Assistant to the Superintendent for Business.

Funding Level – As stated in the approved proposition, this reserve was created with a maximum limit of \$20,000,000. Accumulation of funds into this reserve must cease at either \$20,000,000 or 10 years, whichever comes first, inclusive of interest.

6/30/19 Actual Balance: \$13,491,320, including interest

Maximum Not-to-Exceed Transfer into of \$350,000

6/30/20 Maximum Not-to-Exceed Value: \$20,000,000, plus interest

Note: Funds spent from this reserve cannot be replenished. As of 6/30/19, \$260,748 may be reserved before reaching the voter approved maximum of \$20,000,000.

Reserve Fund for Payment of Bonded Indebtedness

Creation – This reserve was created on June 30, 2010, via Board of Education resolution. This reserve is considered *Restricted* fund balance.

Purpose – This reserve is used to record and apply the amount of premium the district received due to the refinancing of bonds. This amount is amortized over the life of the new bonds and used to offset taxes in equal installments each year.

Funding Methods – Funded from the proceeds on premiums received as a result of bond refinancing.

Use of Reserve – A journal entry is done each year in conjunction with the closing of the books to properly draw down on this reserve.

Monitoring of Reserve – The reserve is monitored by the Assistant to the Superintendent for Business and the School Business Administrator.

Funding Level – Limited to premiums received on bond refinancing.

6/30/19 Actual Balance: \$332,620

6/30/20 Projected Balance: \$166,310

Note: This reserve will no longer be utilized for any newly refinanced bonds beginning in the 2012-2013 fiscal year due to the implementation of GASB No. 64 - *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. The existing balance will continue to be utilized for bonds refinanced prior to June 30, 2012.

Unassigned Fund Balance

Creation – Retention of these funds are allowed by law.

Purpose – These funds are unrestricted and may be used for any valid purpose.

Funding Methods – This reserve is funded through prior year fund balance only.

Use of Funds – It is recommended that these funds not be used except for an emergency, unanticipated expense, or revenue shortfall, that cannot be handled either in the budget or with other available reserves.

Monitoring of Balance – These funds are monitored by the Assistant to the Superintendent for Business.

Funding Level – The maximum legal limit is 4% of the next fiscal year budget.

6/30/19 Actual Balance: \$6,843,352

6/30/20 Projected Balance: \$6,923,064

Assigned Fund Balance - Appropriated for Subsequent Years

Creation – These funds are actually fund balance that have been set aside for a particular purpose, namely to reduce the tax levy required to support an ensuing years budget.

Purpose – These funds are set aside and returned to the community by lowering the required tax levy to support the district's budget.

Funding Methods – These funds are fund balance that is assigned for a particular purpose.

Use of Funds – It is recommended that the practice of returning these funds continue each year, as budgets permit. In the future, tighter budgets may restrict the amount of excess available to be returned in a subsequent year.

Monitoring of Balance – The balance and use of these funds are monitored by the Assistant to the Superintendent for Business.

Funding Level – Over time, a planned amount of assigned fund balance will continue to be used to offset taxes.

6/30/19 Use of Funds for 2019/20 school year: \$7,000,000

6/30/20 Use of Funds for 2020/21 school year: \$5,500,000

Board of Education50 Van Cott Ave
Farmingdale, NY 11735Meeting: 06/03/20 08:00 PM
Department: Assistant to the Superintendent for Business
Category: Business Report
Prepared By: Ro Fullam
Initiator: Michael Motisi

Sponsors:

DOC ID: 6290

SCHEDULED**CONSENT ITEM (ID # 6290)****Authorization to Issue and Sell Tax Anticipation Notes****TAX ANTICIPATION NOTE RESOLUTION DATED JUNE 3, 2020**
for the period July 1, 2020 through June 30, 2021

A RESOLUTION DELEGATING TO THE PRESIDENT OF THE BOARD OF EDUCATION OF THE FARMINGDALE UNION FREE SCHOOL DISTRICT, NASSAU AND SUFFOLK COUNTIES, NEW YORK, THE POWER TO AUTHORIZE THE ISSUANCE OF AND TO SELL TAX ANTICIPATION NOTES OF SAID SCHOOL DISTRICT IN ANTICIPATION OF THE COLLECTION OF REAL ESTATE TAXES LEVIED OR TO BE LEVIED FOR THE FISCAL YEAR OF SAID SCHOOL DISTRICT COMMENCING JULY 1, 2020.

BE IT RESOLVED, by the Board of Education of Farmingdale Union Free School District, Nassau and Suffolk Counties, New York, as follows:

Section 1. The power to authorize the issuance of and to sell tax anticipation notes of the Farmingdale Union Free School District, Nassau and Suffolk Counties, New York, including renewals thereof, in anticipation of the collection of real estate taxes levied or to be levied for the fiscal year of said School District commencing July 1, 2020, is hereby delegated to the President of the Board of Education, the chief fiscal officer. Such notes shall be of such terms, form and contents as may be determined by said President of the Board of Education, pursuant to the Local Finance Law.

Section 2. The School District Treasurer or the School District Clerk of said School District is hereby authorized to execute such notes in the place of the chief fiscal officer if such chief fiscal officer of said School District shall so specify.

Section 3. This resolution shall take effect immediately on July 1, 2020.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Mario Espinosa	VOTING _____
Anthony Giordano	VOTING _____
Kathy Lively	VOTING _____
Ralph Morales	VOTING _____

Consent Item (ID # 6290)

Meeting of June 3, 2020

Arlene Soete	VOTING _____
Suzanne D'Amico	VOTING _____
Michael Goldberg	VOTING _____

The resolution was thereupon declared duly adopted.

Board of Education
50 Van Cott Ave
Farmingdale, NY 11735

Meeting: 06/03/20 08:00 PM
Department: Assistant to the Superintendent for Business
Category: Action Item
Prepared By: Ro Fullam
Initiator: Michael Motisi
Sponsors:
DOC ID: 6291

SCHEDULED

CONSENT ITEM (ID # 6291)

Authorization to Issue and Sell Revenue Anticipation Notes

REVENUE ANTICIPATION NOTE RESOLUTION DATED JUNE 3, 2020 **for the period July 1, 2020 through June 30, 2021**

A RESOLUTION DELEGATING TO THE PRESIDENT OF THE BOARD OF EDUCATION OF THE FARMINGDALE UNION FREE SCHOOL DISTRICT, NASSAU AND SUFFOLK COUNTIES, NEW YORK, THE POWER TO AUTHORIZE THE SALE AND ISSUANCE OF NOT TO EXCEED \$15,000,000 OF REVENUE ANTICIPATION NOTES OF SAID SCHOOL DISTRICT IN ANTICIPATION OF THE COLLECTION OF REVENUES TO BE RECEIVED AS STATE AID AND STAR PAYMENTS BY SAID SCHOOL DISTRICT FROM THE STATE OF NEW YORK IN THE 2020-2021 FISCAL YEAR OF SAID SCHOOL DISTRICT.

BE IT RESOLVED, by the Board of Education of Farmingdale Union Free School District, Nassau and Suffolk Counties, New York, as follows:

Section 1. The power to authorize the sale and issuance of not to exceed \$15,000,000 of revenue anticipation notes of the Farmingdale Union Free School District, Nassau and Suffolk Counties, New York, including renewals thereof, in anticipation of revenues to be received by said School District as State Aid and STAR payments from the State of New York during the 2020-2021 fiscal year of said School District, is hereby delegated to the President of the Board of Education, the chief fiscal officer. Such notes shall be of such terms, form and contents as may be determined by said President of the Board of Education, pursuant to the Local Finance Law.

Section 2. This resolution shall take effect immediately on July 1, 2020.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Mario Espinosa	VOTING _____
Anthony Giordano	VOTING _____
Kathy Lively	VOTING _____
Ralph Morales	VOTING _____
Arlene Soete	VOTING _____
Suzanne D'Amico	VOTING _____
Michael Goldberg	VOTING _____

Consent Item (ID # 6291)

Meeting of June 3, 2020

The resolution was thereupon declared duly adopted.

Board of Education

50 Van Cott Ave
Farmingdale, NY 11735

Meeting: 06/03/20 08:00 PM
Department: Assistant Supt for Human Resources and Admin

Category: Discussion

Prepared By: Marie Lovisa

Initiator: Glen A Zakian

Sponsors:

DOC ID: 6279

SCHEDULED

DISCUSSION ITEM (ID # 6279)

Draft Policy and Regulation 8635, Information and Data Privacy Security, Breach and Notification

INFORMATION AND DATA PRIVACY SECURITY, BREACH AND NOTIFICATION

The Board of Education acknowledges the heightened concern regarding the rise in identity theft and the need for secure networks and prompt notification when security breaches occur. The Board adopts the National Institute for Standards and Technology Cybersecurity Framework Version 1.1 (NIST CSF) for data security and protection. The Data Privacy Officer is responsible for ensuring the district's systems follow NIST CSF and adopt technologies, safeguards and practices which align with it. This will include an assessment of the district's current cybersecurity state, their target future cybersecurity state, opportunities for improvement, progress toward the target state, and communication about cyber security risk.

The Board will designate a Data Protection Officer ("DPO") to be responsible for the implementation of the policies and procedures required in Education Law §2-d and its accompanying regulations, and to serve as the point of contact for data security and privacy district.

The Board directs the Superintendent of Schools, in accordance with appropriate business and technology personnel, and the DPO (where applicable) to establish regulations which address:

- the protections of "personally identifiable information" ("PII") of students, teachers and principals under Education Law §2-d and Part 121 of the Commissioner of Education;
- the protections of "private information" under State Technology Law §208 and the NY SHIELD Act; and
- procedures to notify persons affected by breaches or unauthorized access of protected information.

I. Student and Teacher/Principal "Personally Identifiable Information" under Education Law §2-d

A. General Provisions

PII as applied to student data is as defined in Family Educational Rights and Privacy Act (Policy 5500), which includes certain types of information that could identify a student, and is listed in the accompanying regulation 8635-R. *PII* as applied to teacher and principal data, means results of Annual Professional Performance Reviews that identify the individual teachers and principals, which are confidential under Education Law §§3012-c and 3012-d, except where required to be disclosed under state law and regulations.

The DPO will see that every use and disclosure of *PII* by the District benefits students and the District (e.g., improve academic achievement, empower parents and students with information, and/or advance efficient and effective school operations). However, *PII* will not be included in public reports or other documents.

The District will protect the confidentiality of student, teacher and principal *PII* while stored or transferred using industry standard safeguards and best practices, such as encryption, firewalls, and passwords. The District will monitor its data systems, develop incident response plans, limit

access to PII to District employees and third-party contractors who need such access to fulfill their professional responsibilities or contractual obligations, and destroy PII when it is no longer needed.

Certain federal laws and regulations provide additional rights regarding confidentiality of and access to student records, as well as permitted disclosures without consent, which are addressed in policy and regulation 5500, Student Records.

The District will not sell PII, disclose PII for any marketing or commercial purpose, facilitate its use or disclosure by any other party for any marketing or commercial purpose, or permit another party to do so. The District will take steps to minimize the collection, processing, and transmission of PII.

Except as required by law or in the case of enrollment data, the District will not report the following student data to the State Education Department:

1. juvenile delinquency records;
2. criminal records;
3. medical and health records; and
4. student biometric information.

The District created and adopted a Parent's Bill of Rights for Data Privacy and Security (see Exhibit 5500-E.5). It is published on the District's website at www.farmingdaleschools.org and can be requested from the District Clerk.

B. Third-party Contractors

The District will ensure that contracts with third-party contractors reflect that confidentiality of any student and/or teacher or principal PII be maintained in accordance with federal and state law and the District's data security and privacy policy.

Each third-party contractor that will receive student data or teacher or principal data must:

1. adopt technologies, safeguards and practices that align with the NIST CSF;
2. comply with the District's data security and privacy policy and applicable laws impacting the District;
3. limit internal access to PII to only those employees or sub-contractors that need access to provide the contracted services;
4. not use the PII for any purpose not explicitly authorized in its contract;
5. not disclose any PII to any other party without the prior written consent of the parent or eligible student (i.e., students who are eighteen years old or older):
 - a. except for authorized representatives of the third-party contractor to the extent they are carrying out the contract; or
 - b. unless required by statute or court order and the third-party contractor provides notice of disclosure to the district, unless expressly prohibited.
6. maintain reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of PII in its custody;

7. use encryption to protect PII in its custody; and
8. not sell, use, or disclose PII for any marketing or commercial purpose, facilitate its use or disclosure by others for marketing or commercial purpose, or permit another party to do so. Third party contractors may release PII to subcontractors engaged to perform the contractor's obligations, but such subcontractors must abide by data protection obligations of state and federal law, and the contract with the district.
9. Have the Parent's Bill of Rights incorporated in the contract with the District.

If the third-party contractor has a breach or unauthorized release of PII, it will promptly notify the district in the most expedient way possible without unreasonable delay but no more than seven calendar days after the breach's discovery.

C. Third-Party Contractors' Data Security and Privacy Plan

The District will ensure that contracts with all third-party contractors include the third-party contractor's data security and privacy plan. This plan must be accepted by the district.

At a minimum, each plan will:

1. outline how all state, federal, and local data security and privacy contract requirements over the life of the contract will be met, consistent with this policy;
2. specify the safeguards and practices it has in place to protect PII;
3. demonstrate that it complies with the requirements of Section 121.3(c) of this Part;
4. specify how those who have access to student and/or teacher or principal data receive or will receive training on the federal and state laws governing confidentiality of such data prior to receiving access;
5. specify if the third-party contractor will utilize sub-contractors and how it will manage those relationships and contracts to ensure personally identifiable information is protected;
6. specify how the third-party contractor will manage data security and privacy incidents that implicate personally identifiable information including specifying any plans to identify breaches and unauthorized disclosures, and to promptly notify the District;
7. describe if, how and when data will be returned to the district, transitioned to a successor contractor, at the district's direction, deleted or destroyed by the third-party contractor when the contract is terminated or expires.

D. Training

The District will provide annual training on data privacy and security awareness to all employees who have access to student, teacher, and principal PII. Such training shall include training on state and federal laws that protect PII, and how employees can comply with such laws.

E. Reporting

Any breach of the District's information storage or computerized data which compromises the security, confidentiality, or integrity of student, teacher, or principal PII maintained by the District will be promptly reported to the DPO, the Superintendent and the Board of Education.

F. Notifications

The DPO will report every discovery or report of a breach or unauthorized release of student, teacher or principal PII to the State's Chief Privacy Officer without unreasonable delay, but no more than 10 calendar days after such discovery.

The District will notify affected parents, eligible students, teachers and/or principals in the most expedient way possible and without unreasonable delay, but no more than 60 calendar days after the discovery of a breach or unauthorized release or third-party contractor notification.

However, if notification would interfere with an ongoing law enforcement investigation, or cause further disclosure of PII by disclosing an unfixed security vulnerability, the District will notify parents, eligible students, teachers and/or principals within seven calendar days after the security vulnerability has been remedied, or the risk of interference with the law enforcement investigation ends.

The Superintendent, in consultation with the DPO, will establish procedures to provide notification of a breach or unauthorized release of student, teacher or principal PII, and establish and communicate to parents, eligible students, and District staff a process for filing complaints about breaches or unauthorized releases of student and teacher/principal PII.

II. "Private Information" under State Technology Law §208

"Private information" is defined in State Technology Law §208, and includes certain types of information, outlined in the accompanying regulation, which would put an individual at risk for identity theft or permit access to private accounts. "Private information" does not include information that can lawfully be made available to the general public pursuant to federal or state law or regulation.

Any breach of the District's information storage or computerized data which compromises the security, confidentiality, or integrity of "private information" maintained by the District must be promptly reported to the Superintendent and the Board of Education.

The Board directs the Superintendent of Schools, in accordance with appropriate business and technology personnel, to establish regulations which:

- Identify and/or define the types of private information that is to be kept secure;
- Include procedures to identify any breaches of security that result in the release of private information; and

- Include procedures to notify persons affected by the security breach as required by law.

III. Employee "Personal Identifying Information" under Labor Law § 203-d

Pursuant to Labor Law §203-d, the District will not communicate employee "personal identifying information" to the general public. This includes:

1. social security number;
2. home address or telephone number;
3. personal email address;
4. internet identification name or password;
5. parent's surname prior to marriage; and
6. driver's license number.

In addition, the District will protect employee social security numbers in that such numbers will not be:

1. publicly posted or displayed;
2. visibly printed on any ID badge, card or time card;
3. placed in files with unrestricted access; or
4. used for occupational licensing purposes.

Employees with access to such information shall be notified of these prohibitions and their obligations.

Cross-ref:

1120, District Records

5500, Student Records

8630, Computer Resources and Data Management

Ref:

State Technology Law, §§ 201-208

Labor Law § 203-d

Education Law §2-d

8 NYCRR Part 121

Adoption date: August 29, 2007

INFORMATION AND DATA PRIVACY SECURITY, BREACH AND NOTIFICATION REGULATION

This regulation addresses information and data privacy, security, breach and notification requirements for student, teacher and principal personally identifiable information ("PII") under Education Law §2-d, as well as private information under State Technology Law §208.

The District will inventory its computer programs and electronic files to determine the types of information that is maintained or used by the District and review the safeguards in effect to secure and protect that information.

I. Student and Teacher and Principal "Personally Identifiable Information" under Education Law §2-d

A. Definitions

"*Biometric record*," as applied to student PII, means one or more measurable biological or behavioral characteristics that can be used for automated recognition of person, which includes fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

"*Breach*" means the unauthorized acquisition, access, use, or disclosure of student PII and/or teacher or principal PII by or to a person not authorized to acquire, access, use, or receive the student and/or teacher or principal PII.

"*Disclose*" or *Disclosure* mean to permit access to, or the release, transfer, or other communication of PII by any means, including oral, written, or electronic, whether intended or unintended.

"*Personally Identifiable Information*" as applied to students means personally identifiable information as defined in section 99.3 of Title 34 of the Code of 3 Federal Regulations implementing the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, which includes the following information for District students:

1. the student's name;
2. the name of the student's parent or other family members;
3. the address of the student or student's family;
4. a personal identifier, such as the student's social security number, student number, or biometric record;
5. other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
6. other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
7. information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

“Personally Identifiable Information” (PII) as applied to teachers and principals means results of Annual Professional Performance Reviews that identify the individual teachers and principals, which are confidential under Education Law §§3012-c and 3012-d, except where required to be disclosed under state law and regulations.

“Third-Party Contractor” means any person or entity, other than an educational agency (i.e., a school, school district, BOCES or State Education Department), that receives student or teacher/principal PII from the educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs. This includes an educational partnership organization that and receives student and/or teacher/principal PII from a school district to carry out its responsibilities pursuant to Education Law §211-e (for persistently lowest-achieving schools or schools under registration review) and is not an educational agency. This also includes a not-for-profit corporation or other nonprofit organization, other than an educational agency.

B. Complaints of Breaches or Unauthorized Releases of PII

If a parent, eligible student, teacher, principal or other District employee believes or has evidence that student, teacher, or principal PII has been breached or released without authorization, they must submit this complaint in writing to the District. Complaints may be received by the Data Privacy Officer (“DPO”), but may also be received by any District employee, who must immediately notify the DPO. This complaint process will be communicated to parents, eligible students, teachers, principals, and other district employees.

The District will acknowledge receipt of complaints promptly, commence an investigation, and take the necessary precautions to protect personally identifiable information.

Following its investigation of the complaint, the District will provide the individual who filed a complaint with its findings within a reasonable period of time, no more than 60 calendar days from the receipt of the complaint.

If the District requires additional time, or if the response may compromise security or impede a law enforcement investigation, the District will provide individual who filed a complaint with a written explanation that includes the approximate date when the District will respond to the complaint.

The District will maintain a record of all complaints of breaches or unauthorized releases of student data and their disposition in accordance with applicable data retention policies, including the Records Retention and Disposition Schedule ED-1.

C. Notification of Student and Teacher/Principal PII Breaches

If a third-party contractor has a breach or unauthorized release of PII, it will promptly notify the DPO in the most expedient way possible, without unreasonable delay, but no more than seven calendar days after the breach’s discovery.

The DPO will then notify the State Chief Privacy Officer of the breach or unauthorized release no more than 10 calendar days after it receives the third-party contractor's notification using a form or format prescribed by the State Education Department.

The DPO will report every discovery or report of a breach or unauthorized release of student, teacher or principal data to the Chief Privacy Officer without unreasonable delay, but no more than 10 calendar days after such discovery.

The District will notify affected parents, eligible students, teachers and/or principals in the most expedient way possible and without unreasonable delay, but no more than 60 calendar days after the discovery of a breach or unauthorized release or third-party contractor notification.

However, if notification would interfere with an ongoing law enforcement investigation or cause further disclosure of PII by disclosing an unfixed security vulnerability, the District will notify parents, eligible students, teachers and/or principals within seven calendar days after the security vulnerability has been remedied or the risk of interference with the law enforcement investigation ends.

Notifications will be clear, concise, use language that is plain and easy to understand, and to the extent available, include:

- a brief description of the breach or unauthorized release,
- the dates of the incident and the date of discovery, if known;
- a description of the types of PII affected;
- an estimate of the number of records affected;
- a brief description of the district's investigation or plan to investigate; and
- contact information for representatives who can assist parents or eligible students with additional questions.

Notification must be directly provided to the affected parent, eligible student, teacher or principal by first-class mail to their last known address; by email; or by telephone.

Where a breach or unauthorized release is attributed to a third-party contractor, the third-party contractor will pay for or promptly reimburse the District for the full cost of such notification.

The unauthorized acquisition of student social security numbers, student ID numbers, or biometric records, when in combination with personal information such as names or other identifiers, may also constitute a breach under State Technology Law §208 if the information is not encrypted, and the acquisition compromises the security, confidentiality, or integrity of personal information maintained by the District. In that event, the District is not required to notify affected people twice, but must follow the procedures to notify state agencies under State Technology Law §208 outlined in section II of this regulation.

II. "Private Information" under State Technology Law §208

A. Definitions

"Private information" means either:

1. Personal information consisting of any information in combination with any one or more of the following data elements, when either the personal information plus the data element is not encrypted or encrypted with an encryption key that has also been accessed or acquired:
 - Social security number;
 - Driver's license number or non-driver identification card number; or
 - Account number, credit or debit card number, in combination with any required security code, access code, password or other information which would permit access to an individual's financial account.
 - account number or credit or debit card number, if that number could be used to access a person's financial account without other information such as a password or code; or
 - biometric information (data generated by electronic measurements of a person's physical characteristics, such as fingerprint, voice print, or retina or iris image) used to authenticate or ascertain a person's identity; or
2. a user name or email address, along with a password, or security question and answer, that would permit access to an online account.

"Private information" does not include information that can lawfully be made available to the general public pursuant to state or federal law or regulation.

"Breach of the security of the system" mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the District. Good faith acquisition of personal information by an officer or employee or agent of the district for the purposes of the district is not a breach of the security of the system, provided that the private information is not used or subject to unauthorized disclosure.

B. Procedure for Identifying Security Breaches

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the District will consider:

1. indications that the information is in the physical possession and control of an unauthorized person, such as removal of lost or stolen computer, or other device containing information;
2. indications that the information has been downloaded or copied;

3. indications that the information was used by an unauthorized person, such as fraudulent accounts, opened or instances of identity theft reported; and/or
4. any other factors which the District shall deem appropriate and relevant to such determination

C. Notification of Breaches to Affected Persons

Once it has been determined that a security breach has occurred, the following steps shall be taken:

1. If the breach involved computerized data *owned or licensed* by the District, the District will notify those New York State residents whose private information was, or is reasonably believed to have been assessed or acquired by a person without valid authorization. The employee will be responsible for providing the District Personnel Office with appropriate contact information. The disclosure to affected individuals will be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the system. The District will consult with the New York State Office of Information Technology Services to determine the scope of the breach and restoration measures.
2. If the breach involved computer data *maintained* by the District, the District will notify the owner or licensee of the information of the breach immediately following discovery, if the private information was or is reasonably believed to have been accessed or acquired by a person without valid authorization.

The required notice shall include (a) district contact information, (b) a description of the categories information that were or are reasonably believed to have been accessed or acquired without authorization, (c) which specific elements of personal or private information were or are reasonably believed to have been acquired and (d) the telephone number and website of relevant state and federal agencies that provide information on security breach response and identify theft protection and prevention. This notice shall be directly provided to the affected individuals by either:

1. Written notice;
2. Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and that the District keeps a log of each such electronic notification. In no case, however, shall the District require a person to consent to accepting such notice in electronic form as a condition of establishing a business relationship or engaging in any transaction.
3. Telephone notification, provided that the district keeps a log of each such telephone notification.

However, if the District can demonstrate to the State Attorney General that (a) the cost of providing notice would exceed \$250,000; or (b) that the number of persons to be notified exceeds 500,000;

or (c) that the District does not have sufficient contact information, substitute notice may be provided. Substitute notice would consist of all of the following steps:

1. E-mail notice when the District has such address for the affected individual;
2. Conspicuous posting on the District's website, if they maintain one; and
3. Notification to major media.

However, the District is not required to notify individuals if the breach was inadvertently made by individuals authorized to access the information, and the District reasonably determines the breach will not result in misuse of the information, or financial or emotional harm to the affected persons. The District will document its determination in writing and maintain it for at least five years, and will send it to the State Attorney General within ten days of making the determination.

Additionally, if the District has already notified affected persons under any other federal or state laws or regulations regarding data breaches, including the Federal Health Insurance Portability and Accountability Act, the federal Health Information Technology for Economic and Clinical Health (HI TECH) Act, or New York State Education Law §2-d, it is not required to notify them again. Notification to state and other agencies is still required.

D. Notification of State and Other Entities

Once notice has been made to affected New York State residents, the District shall notify the State Attorney General, the State Department of State, and the State Office of Information Technology Services as to the timing, content, and distribution of the notices and approximate number of affected persons.

If more than 5,000 New York State residents are to be notified at one time, the District shall also notify consumer reporting agencies as to the timing, content and distribution of the notices and the approximate number of affected individuals. A list of consumer reporting agencies will be furnished, upon request, by the Office of the State Attorney General.

If the District is required to notify the U.S. Secretary of Health and Human Services of a breach of unsecured protected health information under the federal Health Insurance Portability and Accountability Act (HIPAA) or the federal Health Information Technology for Economic and Clinical Health (HI TECH) Act, it will also notify the State Attorney General within five business days of notifying the Secretary.

Adoption date: August 29, 2007

INFORMATION SECURITY BREACH AND NOTIFICATION

The Board of Education acknowledges the State's concern regarding the rise in identity theft and the need for prompt notification when security breaches occur. To this end, the Board directs the Superintendent of Schools, in accordance with appropriate business and technology personnel, to establish regulations which:

- Identify and/or define the types of private information that is to be kept secure. For purposes of this policy, "private information" does not include information that can lawfully be made available to the general public pursuant to federal or state law or regulation
- Include procedures to identify any breaches of security that result in the release of private information
- Include procedures to notify persons affected by the security breach as required by law

Any breach of the district's computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the district shall be promptly reported to the Superintendent and the Board of Education.

Ref:

State Technology Law, §208

Adoption date: August 29, 2007

INFORMATION SECURITY BREACH AND NOTIFICATION REGULATION

Definitions

"*Private information*" shall mean personal information (i.e., information such as name, number, symbol, mark or other identifier which can be used to identify a person) in combination with any one or more of the following data elements, when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:

- Social security number
- Driver's license number or non-driver identification card number or
- Bank account number, credit or debit card number

Note: "Private information" does not include publicly available information that is lawfully made available to the general public pursuant to state or federal law or regulation. The Farmingdale School District does not authorize commercial banking and personal purchases through the Internet, and is not responsible for private information that might be divulged using these private transactions (See Policy #4526 - Acceptable Use Policy for Internet/Computer Networks).

"*Breach of the security of the system*" shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the district. Good faith acquisition of personal information by an officer or employee or agent of the district for the purposes of the district is not a breach of the security of the system, provided that the private information is not used or subject to unauthorized disclosure.

Procedure for Identifying Security Breaches

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the district shall consider:

1. indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer, or other device containing information
2. indications that the information has been downloaded or copied
3. indications that the information was used by an unauthorized person, such as fraudulent accounts, opened or instances of identity theft reported; and/or
4. any other factors which the district shall deem appropriate and relevant to such determination

Security Breaches - Procedures and Methods for Notification

Once it has been determined that a security breach has occurred, the following steps shall be taken:

1. If the breach involved computerized data *owned or licensed* by the district, the district shall notify those New York State residents and former employees presently residing outside New York whose private information was, or is reasonably believed to have been acquired by a person without valid authorization.* The disclosure to affected individuals shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the system. The district shall consult with the New York State Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) to determine the scope of the breach and restoration measures.
2. If the breach involved computer data *maintained* by the district, the district shall notify the owner or licensee of the information of the breach immediately following discovery, if the private information was or is reasonably believed to have been acquired by a person without valid authorization.

Note: The notification requirement may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The required notification shall be made after the law enforcement agency determines that such notification does not compromise the investigation.

The required notice shall include (a) district contact information, (b) a description of the categories information that were or are reasonably believed to have been acquired without authorization and (c) which specific elements of personal or private information were or are reasonably believed to have been acquired. This notice shall be directly provided to the affected individuals by either:

1. Written notice
2. Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and that the district keeps a log of each such electronic notification. In no case, however, shall the district require a person to consent to accepting such notice in electronic form as a condition of establishing a business relationship or engaging in any transaction
3. Telephone notification, provided that the district keeps a log of each such telephone notification

* The employee will be responsible for providing the District Personnel Office with appropriate contact information.

However, if the district can demonstrate to the State Attorney General that (a) the cost of providing notice would exceed \$250,000; or (b) that the number of persons to be notified exceeds 500,000;

or (c) that the district does not have sufficient contact information, substitute notice may be provided. Substitute notice would consist of all of the following steps:

1. E-mail notice when the district has such address for the affected individual
2. Conspicuous posting on the district's website
3. Notification to major media

Notification of State and Other Agencies

Once notice has been made to affected New York State residents, the district shall notify the State Attorney General, the Consumer Protection Board, and the State Office of Cyber Security and Critical Infrastructure Coordination as to the timing, content, and distribution of the notices and approximate number of affected persons.

If more than 5,000 New York State residents are to be notified at one time, the district shall also notify consumer reporting agencies as to the timing, content and distribution of the notices and the approximate number of affected individuals. A list of consumer reporting agencies will be furnished, upon request, by the Office of the State Attorney General.

Cross-ref.

4526 - Acceptable Use Policy for Internet/Computer Networks

Adoption date: August 29, 2007

Board of Education

50 Van Cott Ave
Farmingdale, NY 11735

Meeting: 06/03/20 08:00 PM
Department: Assistant Supt for Human Resources and Admin

Category: Discussion
Prepared By: Marie Lovisa

SCHEDULED

Initiator: Glen A Zakian

Sponsors:

DISCUSSION ITEM (ID # 6306)

DOC ID: 6306

Draft 2020-2021 Districtwide School Safety Plan

5.5.20 **DRAFT** 2020/2021

FARMINGDALE U.F.S.D.

Districtwide

School Safety Plan



(This Safety Plan Template has been developed by Nassau BOCES for the exclusive use of Nassau County School Districts participating in the Nassau BOCES Health & Safety Training and Information Service. The Plan was written in order to comply with the requirements of the New York State Safe Schools Against Violence in Education (SAVE) legislation. This Plan should be customized as necessary to reflect individual school districts compliance efforts. This Plan is a general, overarching document that can be shared with the public and posted on school district websites by October 15th of each school year as required by law. Parts of the Plan which may include names, contact information and personal information can be redacted for posting purposes. This Plan can also serve as a document for both in-district personnel and the public to better understand the overall requirements of the SAVE legislation. This contrasts to the Building-Level Emergency Response Plan which details specific emergency response procedures, and as such, is a confidential document which cannot be shared with the public, cannot be foiled and is protected under law.)

50 VAN COTT AVENUE, FARMINGDALE, NY 11735-3742

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Farmingdale Union Free School District Districtwide School Safety Plan

Policy Statement

The Districtwide School Safety Plan (as required by the SAVE Law – Safe Schools Against Violence in Education – Commissioner of Education Regulation 155.17) has been established to provide for the safety, health and security of both students and staff and allows for input from the entire school community. This particular component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response and recovery with respect to a variety of emergencies that may occur in the school district and its component school buildings.

The Board of Education has appointed, under the direction of the Superintendent of Schools, a Districtwide School Safety Team (See 2020-2021 Districtwide School Safety Team) to develop, implement and maintain all provisions of the Plan. After at least one public meeting on June 3, 2020, this plan is expected to be adopted by the School Board on July 8, 2020. This Plan incorporates all School Building Emergency Response Plans that have been developed by the Building Level School Safety Teams appointed by the Building Principals. In the event of an emergency or violent incident, the initial response at an individual school building will be the responsibility of the School Building Emergency Response Team. Upon activation of the School Building Emergency Response Team the Superintendent of Schools or designee and appropriate local emergency response officials will be notified. The nature of any given emergency will dictate the degree of interaction with both State and Local Emergency Response Agencies. The local BOCES Health & Safety Office will assist in development of protocols for accessing these services.

The Plan is being made available for public comment 30 days prior to its adoption and provided for participation of the entire school community. The Districtwide and Building-Level Plans will be formally adopted by the School Board after at least one public hearing. As required by law, the Plan is posted on the school district website by October 1st of each school year and will be reviewed annually by the Districtwide School Safety Team before July 1st of each school year. Building-Level Emergency Response Plans are filed with both Local and State Police by October 1st of each school year.

The school district refuses to tolerate violence or threats of violence on school grounds and, by implementation of this Plan, will make every effort to prevent violent incidents from occurring. We will provide the appropriate authority and budgetary resources in support of this effort. Violence prevention is the responsibility of the entire school community and we encourage participation of all individuals. Our Plan requires the prompt reporting of all violent incidents or threats and assures that victims or reporters of incidents of violence will not be discriminated against.

A copy of the Districtwide Plan is also available upon request at central administration in the office of the Superintendent of Schools. Although the Building-Level Emergency Response Plans are linked to the Districtwide School Safety Plan, in accordance with Education Law Section 2801-a, the Building-Level Emergency Response Plan will remain confidential and not be subject to disclosure. This will further ensure safety at the building-level and reduce the potential for planned sabotage.

Elements of the Districtwide School Safety Plan

- Identification of sites of potential emergencies
- Designation of the school district Chief Emergency Officer
- Plans for responses to emergencies including school cancellation, early dismissal, evacuation and sheltering
- Responses to an implied or direct threat of violence
- Responses to acts of violence including threats made by students against themselves, including suicide
- Prevention and intervention strategies including collaborative arrangements with law enforcement officials to ensure that school safety and security personnel are appropriately trained; non-violent conflict resolution training; peer mediation programs; extended day and other school safety programs
- Plans to contact law enforcement officials in the event of a violent incident and arrangements for receiving assistance from emergency and local government agencies
- Plans for identification of district resources and coordination of such resources and manpower available during an emergency
- Designation of the Chain-of-Command (Incident Command)
- Plans to contact parents and guardians including when students make threats of violence against themselves
- School building security
- Dissemination of information regarding early detection of potentially violent behavior
- Plans to exercise and conduct drills to test the Building-Level Emergency Response Plan including review of tests
- Annual school safety training for staff and students
- Protocols for bomb threats, hostage taking, intrusions and kidnapping
- Strategies for improving communication and reporting of potentially violent incidents
- A description of the duties of hall monitors and other school safety personnel with the requirements for training, hiring, and screening process for all personnel acting in a school safety capacity
- Information about the school district including population, staff, transportation needs and telephone numbers of key school officials
- A system of informing all educational agencies within the school district of a disaster
- Documentation and record keeping

School District Chief Emergency Officer

The **Superintendent of Schools is the Chief Emergency Officer** and through designated personnel will provide:

- Coordination of communication between school staff/law enforcement/first responders
- Assistance in the selection of security related technology and procedures for its use
- Coordination of safety, security, and emergency training for school staff
- Assistance in required evacuation and lock-down drills completion as required by law
- Assurance that all school district staff understands the Districtwide School Safety Plan
- Assurance that the Districtwide School Safety Plan and Building-Level Emergency Response Plans are completed, reviewed annually and updated as needed

Districtwide School Safety Team

The Districtwide School Safety Team is expected to be appointed by the School District Board of Education on July 8, 2020. It will always include the representation noted below at a minimum. (Please refer to the chart on page 19 for specific Safety Team member names.) The Team will meet routinely and is scheduled to meet during the 2020-2021 school year on 10/15/20, 12/10/20, 2/4/21, and 4/8/21. Minutes will be kept at each meeting and attendance documented (Appendix A). The major function of the Districtwide School Safety Team is to create the Districtwide School Safety Plan and update as necessary. The Districtwide School Safety Plan was approved by the Team on May 6, 2020. After a public meeting, the Plan was made available for public comment on June 4, 2020, and is expected to be adopted by the Board of Education on July 8, 2020.

Administrators	Public Library Rep
Aide & Monitor Reps	Risk Control Services Rep
Architect or Engineer Reps	School Board Member Reps
Clerical & Custodial Reps	School Psychologist
Facilities Director Rep	School Security Rep
Nassau BOCES Health & Safety Liaison	So. Farmingdale Fire Dept.
Nassau/Suffolk Police Reps	Teacher Rep
Nurse Rep	Transportation Rep
Parent/Teacher Organizations Reps	Bus Driver

Responsibilities of the Districtwide School Safety Team

The Districtwide School Safety Team or designated team will act as a Threat Assessment Team with the responsibility to assess the vulnerability of the school district to violence and recommend to the Superintendent and School Board preventive actions that they feel are necessary. The Team will meet on a regular basis and minutes of each meeting will be kept. An agenda will be established prior to each meeting. The Team will maintain responsibility for auditing the Districtwide School Safety Plan to determine its success in violence prevention. Some of the Team's primary responsibilities will include:

1. Recommending training programs for students and staff in violence prevention, suicide prevention and mental health. Annual training will be completed by September 15th and may be included in existing professional development. New employees will receive training within 30 days of hire.
2. Dissemination of information regarding early detection of potentially violent behavior. Developing response plans to acts of violence and address threats made by students against themselves, including suicide. Will also address methods for contacting parents/guardians when students make threats of violence against themselves.
3. Communicating the Plan to students and staff.
4. Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (VADIR; OSHA 200 Logs; Incident Logs; Worker Compensation Reports; Police Reports; Accident Investigations; Grievances, etc.).
5. Making recommendations necessary for change.

6. Arranging for annual security analysis including the inspection of all buildings to evaluate the potential for violence. Possible evaluators include County and Local Police Departments, consultants or Districtwide Safety Team Sub-Committee or Building-Level Emergency Response Team.
7. Recommending improved security measures based on school building inspection results.
8. Conducting annual school building climate survey of students and staff to identify the potential for violent incidents.
9. Reviewing survey results and recommending actions that are necessary.
10. Risk Management

Building-Level Emergency Response Team

The Building-Level Emergency Response Team is appointed by the School Building Principal. The major focus of this team is to create, monitor, and update the Building-Level Emergency Response Plan. This team, at a minimum, will include the following representation:

- Teacher
- Administrator
- Parent Organization
- School Safety Personnel
- Community Members
- Law Enforcement
- Fire Officials
- Ambulance
- Others

The **Building-Level Emergency Response Team** is responsible for selecting the following:

- **Emergency Response Team** (Core group of actual responders not to be confused with the Building-Level Emergency Response team which is a larger team for the purposes of planning and monitoring) which has the following representation:
 - School Personnel
 - Law Enforcement Officials
 - Fire Officials
 - Emergency Response Agencies
- **Post-Incident Response Team** (Individuals who can assist in the medical and psychological aftermath of a violent incident or emergency) which has the following representation:
 - Appropriate School Personnel
 - Medical Personnel
 - Mental Health Counselors
 - Others (Psychologists, Social Workers, etc.)

Risk Reduction/Prevention and Intervention Strategies

Program Initiatives in the Farmingdale School District include:

1. Non-violent conflict resolution training programs
2. Peer mediation programs
3. Extended day and other school safety programs

4. Mentors for students concerned with bullying/violence
5. An anonymous reporting process for school violence and are investigating other on-line violence reporting systems
6. As part of the process of exercising emergency plans (lockdown, sheltering, evacuation, etc.) all students are educated on the reasons for testing emergency plans and are given an opportunity to ask questions. Specific training is provided on how to respond to emergency situations.
7. Safety Stations have been established throughout all school buildings.
8. The Fire Department conducts annual training in all school buildings.
9. PBIS (Positive Behavior Intervention System) – proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success.
10. PREPARE (Participate, Reflect, Evaluate, Positive, Amend, Restore, Educate) – formally I.S.S.; a program that will meet student needs, providing both a therapeutic and individualized approach to school discipline.
11. Implementation of Restorative Practices – High School Administrators, Deans, and Social Workers trained in Restorative Practices during Fall/Winter 2019; students participate in restorative circles and conflict resolution mediations.

Training, Drills and Exercises

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. After each drill/exercise or real event, teachers in each classroom will review the purpose of the drill with students. Based on the determination of the Districtwide School Safety Team and the Building-Level Emergency Response Team the following methods are used:

- Early Go-home drill
- Live drills including shelter-in-place, hold-in-place, evacuation, lockdown, and lockout
- Live drills for specific responses (hostage taking, bomb-threat, etc.)
- Situational Drills
- Table Top Exercises
- Emergency Response Team Exercises
- Building Pre-Clearance Searches

The school district recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the district will invite local agencies to participate in and to help evaluate all exercises. These agencies may include, but not be limited to, the Police and Fire Departments, Rescue and Ambulance Services, Local Office of Emergency Management and the local BOCES Health & Safety Office. The school district, at least once every school year, shall conduct one test of its emergency response procedures under each of its Building-Level Emergency Response Plans including sheltering, lockdown, or early dismissal. Eight (8) evacuation and four (4) lockdown drills will be completed in each school building every school year. Debriefings will occur after every drill or actual event.

Implementation of School Security

School safety personnel will help carry out the Districtwide School Safety Plan and may include anyone in the school community. These individuals have received appropriate annual training as required under the Regulation. Such training has been conducted in cooperation with the Police Department. These individuals are not to be confused with school security guards whom we employ and are regulated under the New York State Security Guard Act that requires specific training, fingerprinting and background checks. All our Security Guards receive 8-hours of pre-assignment and 16-hours of in-service training along with an additional 8-hours of annual refresher training. Our security guards are also individually licensed.

The district provides hall coverage using three different classes of employee. Coverage is provided by certified teachers as part of their duty assignment. The second category of individuals used for hall duty are school monitors. This is a Nassau County Civil Service Department title. The last category of employee used in this capacity is Security Aide. This title is used at all schools and in a Districtwide mobile capacity. All Security Aides are regulated under the New York State Security Guard Act that requires specific training, fingerprinting and background checks. All our Security Aides receive 8-hours of pre-assignment and 16-hours of in-service training along with an additional 8-hours of annual refresher training. Individuals who serve as Security Aide are uniformed with the appropriate Security Aide designation. These individuals report directly to the Building Administration, but are also provided with supervision and training through the Office of Districtwide Operations. The district now utilizes security guards to provide coverage in the evenings.

The policies related to school building security and safety are detailed in the Building-Level Plan. A specific individual is assigned to the main entrance in each of the school district's buildings. All entry to the buildings must be through the main entrance. An appropriate staff member is assigned to the entrance.

Appropriate school building security measures and procedures have been determined by the Districtwide School Safety Team and Building-Level School Safety Team after review of school building procedures and practices, security surveys, and building-level occupant surveys. Based on these findings we have implemented the following security measures:

- Security Aides and School Monitors receive staff development in September.
- The School District has had a security audit/assessment of all school buildings conducted by the Nassau County Police Department in conjunction with our Building-Level Emergency Response Team in October.
- Visitor badge/sign-in procedures – Limited access vestibules are used to assess and vet all visitors. All visitors sign in and are issued a “visitor badge” upon entry to a building. Visitors are escorted by school staff to their destination point and escorted again as they return to their exit point. They will return their “visitor badge” and collect their personal identification. Personal identification will be held until visitors leave the building. Anyone inside the building without a badge will be immediately questioned by building staff.
- Video surveillance has been upgraded in all buildings including additional cameras, updated VMS software, 24/7 access to video surveillance footage via application.
- Currently, students in one elementary school and all students at the secondary level are required to carry school issued ID at all times. This will be expanded in September 2020 to include all students districtwide.

- High School students are required to swipe in with ID at designated kiosks upon entry and is monitored by school staff.
- School staff is required to display school issued ID at all times.
- Regular security audits/evaluations.
- Random searches may be considered if deemed necessary.
- Designated doors have been alarmed and marked "NO EXIT" in all buildings.
- Panic buttons, hardened doors installed with automatic closure upon activation.
- Escorting visitors in our buildings.
- Use of RAVE app to quickly communicate with first responders and share pertinent information.
- We will employ any other methods deemed necessary and constantly review our current practices.

Vital Educational Agency Information

Each Building Response Plan will contain vital information such as school population, number of staff, transportation needs and telephone numbers of key educational officials (See 2019-2020 Telephone Numbers of Key Educational Officials).

Early Detection of Potentially Violent Behavior

The Districtwide School Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention. Training will include early warning signs of potentially violent behavior and early intervention/prevention strategies. Training will be conducted by in-house staff, local agencies or others as deemed appropriate. Training for staff will take place on Superintendent's Conference Days and students will receive training during Health education classes.

- An explanation of what constitutes school violence and a description of the school Code of Conduct, written information on early detection of potentially violent behavior, and a summary of the Code of Conduct
- A description of the school district's Violence Prevention Program and Safety Plan
- Information on how to report incidents of violence including threats and verbal abuse
- How to recognize and respond to school security hazards
- Review of measures implemented to prevent school violence such as use of security equipment and safety procedures and how to diffuse hostile situations
- How to summon assistance in the event of an emergency
- Special procedures for bomb threats, hostage-taking, intrusions and kidnapping
- How to recognize suicidal tendencies and changes in behavior
- Post-incident procedures including medical follow-up and the availability of counseling and referral

Other methods for informing parents and students include:

- YES Community Counseling Center
- Gang awareness programs with parental involvement
- School social worker outreach
- School counselor involvement
- Anger Management programs
- Mailings to parents on violence prevention and early recognition
- Conflict resolution programs Nassau County and Suffolk County Police Departments Programs

Hazard Identification

As part of each Building-Level Emergency Response Plan, each Building-Level School Safety Team will determine sites of potential emergencies that may impact the individual school building. Such sites may include but not be limited to all school buildings, playground areas, properties adjacent to schools, off-site athletic fields, buses and off-site field trips. Specifically defined areas of current concern may include locations delineated in the 2020-2021 Hazard Identification Table.

Responses to Violence (Incident Reporting, Investigation, Follow-Up, Evaluation, Disciplinary Measures, and Code of Conduct)

All incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.), should be reported immediately and documented through the School Safety and Educational Climate (SSEC) Summary Data Collection Form as part of the Dignity for all Students Act (DASA) and Violent and Disruptive Incident Reporting (VADIR). With the realization that employees and students may otherwise be reluctant to come forward, we will maintain confidentiality. Individuals will be assured that there will be no reprisal for reporting their concerns. Incidents will be reported as follows:

The School Building Principal/Administrator or Designee will be responsible for receiving and responding to all incident reports including anonymous reports. Information on the reporting process for students and staff will be provided as part of the violence prevention training program.

Relationships have been established with the Nassau County and Suffolk County Police Departments and other emergency response agencies at the building level. Representatives from these agencies are invited to participate on Building-Level School Safety Teams.

Incident Reporting:

Once an incident has been reported, and depending on its severity, the School Building Principal/Administrator or Designee will assume responsibility as the Incident Commander.

- Report it to the Nassau County Police Department and/or Suffolk County Police Department.
- Secure the area where the disturbance has occurred.
- Ensure the physical safety/medical management of students/staff remaining in the area as soon as possible.
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised.
- Quickly assess the area of the incident to determine damage as a result of the incident and if it is safe to remain. If necessary, evacuate or shelter as per School Building Emergency Response Plans.
- Provide incident debriefing to students/staff as needed. Notify parents as needed.

Investigation:

After the incident has occurred, the School Building Principal/Administrator or designee will conduct a detailed investigation. It is the purpose of the abovementioned individual to focus on facts that may prevent recurrence,

not find fault. The individual conducting the investigation will:

- Collect facts on how the incident occurred
- Record information
- Identify contributing causes
- Recommend corrective action
- Encourage appropriate follow-up
- Consider changes in controls, policy and procedures

Follow-up:

The school district recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the school district will be provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss.

Evaluation:

The Districtwide School Safety Team is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will be reviewed to ensure they include the potential for different types of incidents throughout the district. Professionals will be utilized from local law enforcement and private consultants as necessary.

Disciplinary Measures:

The school district Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary.

Code of Conduct:

The school district has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings, grounds, and facilities and the disciplinary actions resulting for violations of the Code. The Code, which will be communicated to all students/staff and parents, will serve as a major component of our violence prevention program. The Code will be evaluated annually and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct will be made available to students, parents, staff and community members. The Code of Conduct is reviewed and updated annually, made available and posted on our website.

Emergency Response Protocols Notification and Activation (Internal and External Communication)

Quick and accurate contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on School-Building Safety Teams. These individuals and appropriate means of contact are documented in the Building-Level Response Plan.

Internal communication is also of prime importance and will be specifically defined in the Building-Level Response Plan. Depending on the nature of the emergency, some of the communication methods will include telephone, fax/e-mail, district radio system, NOAA weather radio, intercom, local media, emergency alert system, cellular phones, and others as deemed necessary. Appropriate notifications and methods will be determined by the Districtwide School Safety Team.

The Superintendent of Schools recognizes his/her responsibility to notify all educational agencies within the school district of a disaster and has established the notification list delineated in Telephone Numbers of Key Educational Officials.

In general, parent/guardian notification will be conducted by means of the phone tree of emergency contacts established in each school building or other mass notification system. However, in some cases it may be necessary to use other means such as local media. Prior arrangements have been established with the appropriate media.

The school district recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses is included in each School Building Emergency Response Plan specifically addressing Criminal Offenses, Fire and Explosion, Medical Emergencies, Natural Hazards, System Failure and Technological Hazards. Each Building Level School Safety Team will be responsible for reviewing and updating these responses and communicating them to students and staff. The following emergency situations are of prime importance:

Due to the confidential nature of the following actions, specifics may not be mentioned below. School Building-Level Emergency Response Plans will address the following response actions as determined by the nature of the emergency.

Bomb Threats: Details provided in Building Level Emergency Response Plans

Hostage Taking: Details provided in Building Level Emergency Response Plans

Intrusions: Details provided in Building Level Emergency Response Plans

Kidnapping: Details provided in Building Level Emergency Response Plans

The School Building Emergency Response Plan procedures will be followed in the event of a kidnapping. In general, the following response action will be taken:

- During school hours, **when a student has already been documented as present**, the first person aware of a kidnapping or missing student will immediately notify the principal or designee who will obtain student information and photo I.D. School building staff and security personnel will search the building and also utilize the public announcement system.
 - Parent/guardian will be notified. If student is not found, police will be notified
 - The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
 - Parents will be notified immediately if the student is located
- During school hours, **when a student has not arrived at school**, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.
 - If student is not legally absent he/she could be lost, a runaway or truant (determine if any

- friends are also missing)
- The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information and photo I.D. will be obtained.
- The Superintendent will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- After school hours, **when a student has not arrived at home**, the school may be notified by a concerned parent/guardian.
 - Gather any information available on the student and their departure from school.
 - Advise parent/guardian to contact friends.
 - Advise parent/guardian to contact police if student is not located/school principal or designee should be available for police investigation.
 - Ask parent/guardian to re-contact school if student is located.

Situational Responses

Each school building is unique in Farmingdale. Therefore, each location must have an Emergency Response Plan specifically designed for their locations.

Responses to Acts of Violence (Implied or Direct Threats)

Response actions in individual buildings will include:

- Implementation of the Incident Command System
- Use of staff trained in de-escalation techniques
- Inform building Principal or designee
- Determine level of threat with Superintendent or designee, if necessary
- Contact law enforcement agency, if necessary
- Monitor situation, adjust response as appropriate, utilize Building Emergency Response Team if necessary

Responses to Acts of Violence (Actual)

The following procedures will be followed when responding to actual acts of violence:

- Implementation of the Incident Command System
- Determine the level of threat
- If necessary, isolate the immediate area and hold in place or evacuate, if necessary
- Inform building Principal/Superintendent or designee
- If necessary, initiate lockdown procedure and contact appropriate law enforcement agency
- Monitor situation, adjust response as appropriate, if necessary, initiate early dismissal, sheltering or evacuation procedures

Response Protocols

Response protocols to specific emergencies will vary but usually will include the following:

- Implementation of Incident Command System
- Identification of decision makers

- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents via ParentLink, email blasts, texts
- Procedures to notify media
- Debriefing procedures

(See 2020-2021 School Building Chain-of-Command Table)

Emergency Assistance and Advice from Local Government

Depending on the nature of the emergency, the school district may need to obtain assistance from local government agencies. During an emergency, the Incident Commander will contact 911 to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, Fire Department, Nassau County and/or Suffolk Police Departments, Nassau County Office of Emergency Management, Nassau County Department of Mental Health, Nassau BOCES District Superintendent, Private Industry Groups, Religious Organizations, among others. For specific assistance beyond the scope of the school district's resources, the Nassau County Office of Emergency Management will coordinate with State and Federal agencies and assist in all post-incident response. These contacts are clearly delineated in the School Building-Level Plans.

District Resources Use and Coordination

School Building-Level Emergency Response Plans will address the identification, availability, and use of resources. This will include procedures for coordination of these resources including manpower and Chain-Of-Command. (See 2020-2021 School Building Chain-of-Command Table)

Protective Action Options

Due to the confidential nature of the following actions, specifics are not mentioned below. School Building-Level Emergency Response Plans will address the following response actions as determined by the nature of the emergency.

- **School Cancellation:** School Superintendent or Designee
- **Early Dismissal:** School Superintendent or Designee
- **Evacuation:** Principal or Designee
- **Sheltering:** Principal or Designee
 - Shelter-In-Place
 - Weather Related
 - Generic/Non-Specific Bomb Threat
 - Specific Bomb Threat
- **Hold In Place:** Principal or Designee
- **Lockdown:** Principal or Designee
- **Lockout:** Principal or Designee

The New York State Homeland Security System for Schools will be adhered to as follows:

National Terrorism Advisory System (NTAS)

NTAS advisories – whether they be Alerts or Bulletins – encourage individuals to follow the guidance provided by state and local officials and to report suspicious activity. Where possible and applicable, NTAS advisories will include steps that individuals and communities can take to protect themselves from the threat as well as help detect or prevent an attack before it happens. Individuals should review the information contained in the Alert or Bulletin, and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families.

Bulletin:

Describes current developments or general trends regarding threats of terrorism.

Elevated Threat Alert:

Warns of a credible terrorism threat against the United States.

Imminent Threat Alert:

Warns of a credible, specific, and impending terrorism threat against the United States.

Individuals should report suspicious activity to local law enforcement authorities. Often, local law enforcement and public safety officials will be best positioned to provide specific details on what indicators to look for and how to report suspicious activity. The *If You See Something, Say Something™* campaign across the United States encourages the public and leaders of communities to be vigilant for indicators of potential terroristic activity, and to follow the guidance provided by the advisory and/or state and local officials for information about threats in specific places or for identifying specific types of suspicious activity.

Recovery – School District Support for Buildings

The School Building Emergency Response Teams and the Post-Incident Response Teams will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency.

A School District Support Team will be available when necessary to assist all school buildings in their response effort. This Team will be composed of:

- Superintendent of Schools or Designee
- Assistant Superintendent for Administration
- Assistant to the Superintendent for Business
- Director of Facilities
- Transportation Coordinator
- Food Service Director
- Head Nurse
- Others as deemed necessary

Disaster Mental Health Services

A Districtwide Post-Incident Response Team will respond in crisis situations to help provide

disaster mental health services as outlined in our Safety Plan. Depending on the scope of the situation, the Nassau County Office of Emergency Management may be contacted to help coordinate a County or State-Wide effort.

Forms and Recordkeeping

The success of our Violence Prevention Program will be greatly enhanced by our ability to document and accurately report on various elements of the program along with training staff on our Plan. This will allow us to monitor its success and update the program as necessary. The following forms, resources, and training materials have been developed for this purpose and will be located in the School Building- Level Emergency Response Plan.

- | | |
|--|--------------------------------------|
| - Emergency Procedures Notification | - School Safety Audit Checklist |
| - FBI Bomb Threat Call Checklist | - NYS Police Threat Assessment Model |
| - Incident Report Form | - Search Team Training |
| - Parent/Guardian Notification | - Verbal De-escalation Techniques |
| - Post Emergency/Post-Test Review Form | - Lockdown – Quick Guide |
| - Go-Bag | - Lockout – Quick Guide |
| - Emergency Exercise Design and Evaluation | - Shelter-in-Place – Quick Guide |
| - Parent/Student Reunification Procedures | - School Climate Survey |

www.nassauschoolemergency.org under the Safety Plans tab.

FARMINGDALE UNION FREE SCHOOL DISTRICT 2020-2021 DISTRICTWIDE HEALTH & SAFETY TEAM

NAME	AFFILIATION
Paul Defendini	Superintendent of Schools
Glen Zakian	Assistant Superintendent for Human Resources & Administration
Michael Motisi	Assistant to the Superintendent for Business
Victoria LoRusso	Assistant Principal, Albany Avenue Elementary School
Christopher Peterson	Assistant Principal, Northside Elementary School
Anjany Smar	Assistant Principal, Stanley D. Saltzman East Memorial Elementary School
Jennifer DeHayes	Assistant Principal, Woodward Parkway Elementary School
Cheryl K. DePierro	Assistant Principal, Weldon E. Howitt Middle School
Arlene Martinez	Assistant Principal, Farmingdale High School
Suzanne D'Amico Kathy Lively	Board Members
Rosemary Pimental	Central Clerical Support Staff
Robert Rindos Add second rep TBD	CSEA Clerical/Custodial
Lisa Bell Antoinette Camisa	CSEA Teacher Aides and School Monitors
Nelson Dominguez Martin Dar Conte	Districtwide Operations
Frank Hebron	Farmingdale High School Dean
Esther Hernandez-Kramer	Farmingdale Federation of Teachers
TBD	Farmingdale High School Student
Christa Lucarelli	Assistant Director - Farmingdale Public Library
Saverio Belfiori	H2M Architects & Engineers
Stephanie Curcio	Nassau BOCES Health & Safety Liaison
Officer Todd Atkin Officer Michael Bilardello Officer David Brohman Officer Michael Cammarata	Nassau County Police Department
Michael Drance, ARM, CPSI, Manager	NYSIR Risk Control Services
TBD	PTA
Arlene Soete, Director	St. Luke's Lutheran Nursery School
Dawn Esposito, RN	School Lead Nurse
Joseph S. Volpe, Ph.D.	School Psychologist
Thomas Mastakouris, Fire Commissioner	South Farmingdale Fire Department
Officer Jeanne Osias Officer Elisa McVeigh	Suffolk County Police Department Suffolk County Police Department/Homeland Security
Marc Medina, Transportation Supervisor	Transportation Dept.
Joseph LoGuercio, Safety Supervisor	Educational Bus Company

2020-2021 HAZARD IDENTIFICATION TABLE

Location	Potential Hazard
Main & Front Streets	Railroad Station
Main & Front Streets	Railroad Crossing
Main & Motor Avenue	Railroad Crossing
Staples St. off Route 109	Railroad Crossing
Major Thoroughfares	<ul style="list-style-type: none"> • Route 110 • Route 109 • Southern State Parkway • Hempstead Turnpike • Conklin Street • Broadway Avenue • Linden Street
Republic Airport	Air Traffic

2020-2021 TELEPHONE NUMBERS OF KEY EDUCATIONAL OFFICIALS

(Information removed due to confidential nature)

2020-2021 SCHOOL BUILDING CHAIN-OF-COMMAND TABLE

School Building	IC #1	IC #2	IC #3
Farmingdale High School	Samuel Thompson, Ed.D.	Arlene Martinez	Jed Herman
Howitt Middle School	Michael Gavalas	Cheryl K. DePierro	Giulia Marano
Albany Avenue Elementary School	Joseph Valentine	Victoria LoRusso	Teresa Busto
Northside Elementary School	Michael Febbraro	Christopher Peterson, Ed.D.	Dorothy Cantos
Saltzman East Memorial Elementary School	Patricia O'Regan	Anjany Smar	Stephanie Fiorentino
Woodward Parkway Elementary School	Patrick Klocek, Ed.D.	Jennifer DeHayes, Ed.D.	Janet Dieso

APPENDIX A

Districtwide School Safety Team Minutes

Attachment 2021 DWSST Minutes - Draft 2020-2021 Districtwide School Safety Plan

FARMINGDALE SCHOOL DISTRICT
Districtwide School Safety Team Meeting
Attendance and Minutes
October 15, 2020

Required Attendance

Representative	Name	Absent/Present	Reason for Absence	Contact Information
School Board Member				
Teacher Representative				
Administrator				
Parent/Teacher Org.				
School Safety Personnel				
Student (Optional)				
Others				

Additional Attendance

Organization or School	Name	Title	Contact Information

Agenda

1. Districtwide Safety Plan Review
2. Incident Review
3. Principal Reports
4. Status of Exercises/Drills Training