



Farmingdale School District

Board of Education Meeting
March 3, 2021

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 Update

Board of Education Minutes

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

1. Minutes of Feb 3, 2021 Board Meeting

Board Correspondence

Board Committee Reports

Motion made by _____, seconded by _____ that the Consent Agenda consisting of Items I (a-i), II (a-c) 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 the Claims Auditor Report - January 2021
2. Acceptance of the Revenue and Expenditure Report - January 2021
3. Acceptance of the Treasurer's Report - January 2021
4. Acceptance of the Extra Curricular Report - January 2021

b. Approval of Contracts and Agreements

1. Approval of Health & Welfare Services Agreements for Resident Students Attending Non Public Schools Outside of the District for the 2020/21 School Year (Amityville, Babylon, BayShore, Brentwood, Half Hollow Hills, Hicksville, Massapequa, Plainedge, Seaford, Syosset, Uniondale & West Islip)
2. Approval of a Service Agreement with CMDI to Provide Professional Development for Grade 6 Math Teachers
3. Approval of Special Education and General Education Contracts

c. Approval of a Revised Continuing Community Education Earnings Schedule

d. Approval of Transfer of Funds - March 2021

e. Acceptance of Funds and Increase the 2020/21 Budget for the AP Exam

f. Acceptance of a Donation to the Joseph Williams Memorial Scholarship Fund

g. Acceptance of a Donation to the Ginny Jim Scholarship Fund

h. Approval of Declaration of Obsolete Equipment - March 2021

i. Acceptance of a Donation of a Musical Instrument

II. Items for Action

a. Approval of Policy and Regulation #5500, Student Records

b. Approval of a Memorandum of Agreement with the Farmingdale Federation of Teachers and the Teacher Aides, Bodily Hygiene Aides and School Monitors Unit

c. Approval of the Updated Districtwide Comprehensive School Safety Plan for 2020-2021

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 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. Approval of the District Calendar for 2021- 2022

V. Items for Discussion

1. Draft Policy #5100, Attendance
2. Draft Policy #0101, Gender Neutral Bathrooms

Adjournment

Mary E. Rogers, District Clerk

Board of Education50 Van Cott Ave
Farmingdale, NY 11735Meeting: 03/03/21 08:00 PM
Department: Assistant Supt for Human Resources and Admin
Category: Discussion and Action
Prepared By: Marie Lovisa

Initiator: Glen A Zakian

Sponsors:

DOC ID: 6879

SCHEDULED**DISCUSSION AND ACTION (ID # 6879)****Approval of the District Calendar for 2021- 2022**

RESOLVED, that the Farmingdale Union Free School District Board of Education adopt the school district calendar for the 2021 - 2022 school year in accordance with Board Policy 4110.



FARMINGDALE SCHOOL DISTRICT

September 2021 - August 2022

September 1 Supt.'s. Conference Day
 September 2 First Day of School
 September 6 Labor Day
 September 7 & 8 Rosh Hashanah
 September 16 Yom Kippur

October 11 Columbus Day
 November 2 Supt.'s. Conference Day and Election Day
 November 11 Veterans' Day
 November 25 & 26 Thanksgiving Recess
 December 23 - 31 Holiday Recess

January 17 Martin Luther King, Jr. Day
 February 21 - 25 Winter Recess
 April 14 Supt.'s. Conference Day
 April 15 - 22 Spring Recess
 May 27 - 30 Memorial Day Weekend
 June 20 Juneteenth Holiday Observed
 June 24 Last Day of School (Rating Day)



SCHOOLS CLOSED



SUPT.'S. CONFERENCE DAYS



MAKE-UP DAYS

Three (3) make-up days are designated if required as follows:

Day (1) - Friday, May 27

Day (2) - Friday, April 22

Day (3) - Thursday, April 21

183 Days

BOE Approval: March 3, 2021 - Revised

SEPTEMBER 2021 (18)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
OCTOBER 2021 (20)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
NOVEMBER 2021 (19)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
DECEMBER 2021 (16)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
JANUARY 2022 (20)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
FEBRUARY 2022 (15)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2022 (23)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
APRIL 2022 (15)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
MAY 2022 (20)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
JUNE 2022 (17)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
JULY 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Attachment: 2021-2022 CALENDAR 1-PG Revised BOE 3-3-21 (6879 : Approval of the Revised District Calendar for 2021 - 2022)

Board of Education
50 Van Cott Ave
Farmingdale, NY 11735

Meeting: 03/03/21 08:00 PM
Department: Assistant Supt for Human Resources and Admin
Category: Discussion
Prepared By: Marie Lovisa
Initiator: Glen A Zakian
Sponsors:

DOC ID: 6871

SCHEDULED

DISCUSSION ITEM (ID # 6871)

Draft Policy #5100, Attendance

ATTENDANCE

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board expects to reduce the current level of unexcused absences, tardiness, and early departures (referred to in this policy as "ATEDs"), encourage full attendance by all students, maintain an adequate attendance recordkeeping system, and identify patterns of student absences, ~~tardiness and early departures~~ ATEDs and develop effective intervention strategies to improve school attendance.

Furthermore, this policy recognizes the value of parental collaboration with the schools in stressing the value of regular school attendance. It seeks to avoid the disruption to a child's education that is brought about whenever he or she is absent, whether such absence be excused or unexcused pursuant to this policy.

~~All students with an excused absence are expected, upon their return to school, to consult with their teacher regarding missed work. All work must be made up through special arrangements between the student and the teacher.~~

Notice

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents or guardians, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented.

- The A plain language summary of this attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year.
- Parents or guardians will receive a plain language summary of this policy by mail at the start of the school year. Parents or guardians will be asked to sign and return a statement indicating that they have read and understand the policy.
- When a student is absent, tardy, or leaves early from class or school with excuse, designated staff member(s) will notify the student's parent(s) by phone or by mail of the specific absence ATED, remind them of the attendance policy, and review ATED intervention procedures with them.
- The district will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment.
- Copies of this policy will also be made available to any community member, upon request.
- The district will share this policy with local Child Protective Services (CPS) to ensure a common understanding of excused and unexcused ATED's and to work toward identifying and addressing cases of educational neglect.

Excused and Unexcused Absence, Tardiness and Early Departures

Excused absences **ATEDs** are defined as absences, tardiness or **and** early departures from class or school due to:

- personal illness, including required attendance for health treatment
- family emergencies, as determined by administration, illness or death in the family
- impassable roads or weather making travel unsafe as determined by the Superintendent of Schools **or his/her designee**
- religious observance
- quarantine
- required court appearances
- attendance at health clinics for required health treatment
- approved college visits
- pre-approved cooperative work programs
- pre-approved student workshops
- pre-approved school-sponsored trips
- pre-approved military obligations
- band and chorus rotation
- school sponsored assemblies
- all scheduled meetings, scheduled conferences, or scheduled appointments with teachers, administrators, counselors, deans, psychologists, social workers and the health office
- confirmed bus delays
- **such other reasons as may be approved by the appropriate building administrator (including, but not limited to, absences due to circumstances related to homelessness).**

All other absences, tardiness and early departures **ATEDs** are considered unexcused.

All ~~absences, tardiness and early departures~~ **ATEDs** must be accounted for. It is the parent's responsibility to notify the school office on the day of the absence **ATED** and to provide a written excuse upon the student's return to school. However, when a student is requesting early departure, a note from the parent or guardian should be submitted to the attendance office upon their arrival to school. **For homeless students, the homeless liaison will assist the student in providing or obtaining documentation if needed.** Teachers will record **absences, tardiness and early departures** on the student's daily attendance record.

General Procedures/Data Collection

- ~~Attendance will be taken during each class period.~~ **In grades K-5 attendance will be taken at least once per day. In grades 6-12 attendance will be taken during each class period.**
- At the conclusion of each class period (grades 6 -12) or school day (K-5), all attendance information shall be compiled and provided to the designated staff member(s) responsible for attendance.
- **Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.**
- **Attendance data will be analyzed periodically to identify patterns or trends in student absences. If patterns emerge, district resources will be targeted to understand and eliminate barriers to attendance.**
- The nature of an absence, tardiness or early departure shall be coded on a student's record.

The following attendance accounting procedures shall apply:

Record of Attendance - Who Shall Keep Such Record

The classroom teacher of every ~~minor~~ **student** required to attend instruction shall keep an accurate register of the attendance, ~~and absence,~~ **tardiness and early departures** of such ~~minor~~ **student**. This register must be a record of facts showing the presence, absence, tardiness, **early departures** or excuse for part of a session of each student enrolled.

Reporting of Absent Students

A student not in his/her assigned place at the time required is absent or tardy. "Assigned Place" shall be his/her designated seat in class. "Time Required" shall be designated by the Administration.

Attendance Record

Attachment: Draft Policy 5100 BOE 3-3-21 (6871 : Draft Policy #5100, Attendance)

An attendance record shall be completed for each student with the following information:

- a. Student's name printed in ink, last name first, and Homeroom number
- b. Correct address including street, number, village
- c. Current telephone number
- d. School year indicated in upper left-hand corner of card
- e. E indicating day of entering school
- f. If late entrant, indicate where transferred from. If leaving before end of year, indicate reason for leaving
- g. The following abbreviations are used to record attendance on the attendance record:

~~Absent: AE Excused~~
~~AU Unexcused~~
~~ABS Non-verified*~~
~~TR Truant~~
Tardy: ~~TEX Excused~~
~~TUN Unexcused~~

Absences:

AE- Absent Excused

ABS- Absent Unverified

AU- Absent Unexcused

TR- Truant

TRP- School Field Trip, Excused

ISS- In-School Suspension, Excused

SUS- Out of School Suspension, Excused

HT- Home Tutoring

Tardy:

TUN- Tardy Unexcused

Attachment: Draft Policy 5100 BOE 3-3-21 (6871 : Draft Policy #5100, Attendance)

TEX- Tardy Excused

BUS- Bus Late, Excused

Dismissals:

ED- Early Dismissal, Excused

NUR- Nurse, Early Dismissal Excused

Other Excused In School Absences:

MUS- Music Rotations

CNF- Conference

SWK- Social Worker

LIB- Library

GUI- Guidance

*Note: All ABS's will be converted to "AE" excused or "AU" unexcused when the attendance office has completed two days of phone calls to the home.

Students Reporting

- a. All students **who report to school at the start of the day** shall report directly to the Homeroom, except those students who have been absent for **an** illness of contagious type (measles, etc.), or for illness of more than five (5) days absence. ~~They~~ shall report directly to the Health Office for readmission.
- b. All students who have been absent must bring a written excuse from their parents **or guardians** stating the reason for such absence
- c. Any student first reporting to school after the school day has begun shall go to the Attendance Office for admittance. The attendance clerk shall give the student a slip for admission to class. This slip shall show the time of the student's leaving the Attendance Office
- d. Any student arriving to class late will be marked tardy by the teacher

Students Excused After School Day Is In Session

A student required to be excused during the school day for reasons such as dental appointment, etc., shall bring a letter from the parent requesting that the child be excused at a specified time and

Attachment: Draft Policy 5100 BOE 3-3-21 (6871 : Draft Policy #5100, Attendance)

stating the reason. This must be approved by the Administrative Office. The reason for early dismissal shall be coded on the attendance card. (Hours excused must be entered into the register.)

Illness

If a student becomes ill and is sent home by the nurse, the Administrative Office and Homeroom teacher will be notified.

NOTE: The administration should inform all concerned that reports (such as: Registers, Admission slips, Excuses, Attendance Cards, etc.) must be accurate and available on demand for legal use in court.

- ~~▪ Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.~~
- ~~▪ Attendance data will be analyzed periodically to identify patterns or trends in student absences.~~

Online/Distance/Remote Learning

Students learning remotely will need to show daily school participation, which is to be recorded by teachers and reported under the provisions of this policy. Such participation will vary depending on the type of remote learning taking place. This can include documented participation in online or virtual classes, completion of assignments, documentation of daily school activities and learning, or correspondence via online platform, email, and telephone. Teachers are also expected to pay particular attention to the educational progress of students learning remotely, and initiate appropriate interventions with the student and their family if a student does not show adequate engagement or growth.

Attendance Incentives

The district will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. For example:

- ~~Perfect Attendance Awards~~
- ~~Award Ceremonies—two times per year~~
- ~~Daily Phone Calls~~
- ~~Home Visits~~
- ~~Letters Sent Home~~

Disciplinary Consequences

Unexcused: absences, tardiness or early departures will **may** result in disciplinary action consistent with the district's code of conduct. Those penalties may include, for example, detention or in-school suspension. Students may also be denied the privilege of participating in or attending extracurricular events. **However, absences related to homelessness shall not result in negative consequences where the district determines that it would be in the best interests of the student in retaining the student in school.**

In addition, teachers will contact the student's parents **or guardians** and the student's guidance counselor in writing when the student has reached four (4) ~~unexcused absences~~ **ATEDs** in a half year course or eight (8) ~~unexcused absences~~ **ATEDs** in a full year course. This letter shall remind parents **or guardians** of the attendance policy, explain the ramifications of unexcused absences, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.

In addition, the designated staff member will contact local Child Protective Services (CPS) if they suspect that a child is being educationally neglected. The designated staff member will provide CPS with the information necessary to initiate a report. If other staff members suspect education neglect, they must follow the procedures outlined in Board policy, and advise the Superintendent of Schools.

Attendance/Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period, a student's final grade may be based on classroom participation, as well as student's performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes; students with properly excused absences may make up the work for each absence. However, students with unexcused absences may not be given the opportunity to make up work. The student's grade will appear on the report card and the transcript.

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e. music lessons, field trips), must arrange with their teachers to make up any work missed. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.

All students with ~~excused: absences, tardiness or early departures~~ **ATEDs** are expected upon their return to consult with their teachers regarding missed work. **All work must be made up through special arrangements between the student and the teacher.**

Only those students with excused absences, tardiness or early departure will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make up opportunities must be completed by a date specified by the student's teacher for the class in question.

Parents **or guardians** can visit the Parent Portal to monitor secondary students' grades and attendance throughout the year.

Annual Review

The Board shall annually review building-level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance.

Ref:

Education Law §§1709; 3024; 3025; 3202; 3205-3213; 3225

8 NYCRR §§104.1; 175.6

42 USC § 11432(g)(1)(I) (McKinney-Vento Homeless Assistance Act)

Social Service Law §34-a

Adoption date: July 5, 1995; Endorsed: February 7, 1996; Re-Adopted: June 5, 2002;
Reaffirmed: June 6, 2007; Reaffirmed: February 6, 2013

Board of Education

50 Van Cott Ave
Farmingdale, NY 11735

Meeting: 03/03/21 08:00 PM
Department: Assistant Supt for Human Resources and Admin

Category: Discussion
Prepared By: Marie Lovisa

Initiator: Glen A Zakian

Sponsors:

DOC ID: 6873

SCHEDULED

DISCUSSION ITEM (ID # 6873)

Draft Policy #0101, Gender Neutral Bathrooms

DRAFT #0101
(New)

Gender Neutral Restrooms

The district hereby designates all single-occupancy restrooms located in its schools as gender-neutral. Such gender-neutral restrooms shall be clearly designated with signage on or near the entry door of each facility. The district shall remove signage from any and all existing single-occupancy restrooms which designate the restroom as "male" or "female." These signs shall be replaced with signage indicating the restroom is open to people of all genders. Existing single-occupant restrooms labeled as "unisex" may remain, and no additional signage is required.

All single-occupant restrooms utilized by students in grades 6-12 shall have feminine hygiene products available. This requirement shall not apply to single-occupant restrooms designated for staff use only.

Ref:

N.Y. Public Buildings Law § 145(d)

N.Y. Public Health Law § 267

N.Y. Education Law § 409-M

Adopted: