



Farmingdale School District

Board of Education Meeting
December 1, 2021

EXECUTIVE SESSION, 6:00 P.M. – WELDON E. HOWITT BAND ROOM

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 reconvene in the Weldon E. Howitt Auditorium at approximately 8 p.m.

PUBLIC MEETING, 8:00 P.M.

Weldon E. Howitt Auditorium

The Board of Education is interested in encouraging all members of the public to share their ideas, comments and questions. Public participation opportunities will be available at the beginning and end of this meeting and, as stated in board policy, no person shall speak for more than three minutes and each period of public participation shall be limited to 30 minutes. If you have any questions or concerns regarding matters on the Agenda, it may be important for you to utilize the first public participation opportunity as the Board will act on those items immediately. Charges, complaints or challenges should follow procedures listed under Policies 1400, 1410 and/or 1440, which are included on the materials table. Thank you for your anticipated courtesy and cooperation. The agenda follows:

IN THE EVENT OF FIRE AND/OR IF YOU HEAR THE FIRE BELL, YOU MUST LEAVE THE BUILDING. PLEASE USE THE NEAREST EXIT, WHICH IS TO YOUR RIGHT IN THE BACK OF THIS ROOM.

Call to Order

Pledge of Allegiance

Superintendent's Update

Monthly Update

Public Participation

Board of Education Minutes

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

1. Minutes of Nov 3, 2021 Board Meeting

Board Correspondence

Board Committee Reports

Consideration of Consent Agenda

Motion made by _____, seconded by _____ that the Consent Agenda consisting of Items I (a-f), II (a-r) 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 - October 2021
 - 2. Acceptance of the Extra Curricular Report - October 2021
 - 3. Acceptance of the Revenue and Expenditure Report - October 2021
 - 4. Acceptance of the Treasurer's Report - October 2021
- b. Approval of Contracts and Agreements**
 - 1. Approval of Health & Welfare Services Agreement for Resident Students Attending Non Public Schools Outside of the District for the 2021/22 School Year (Seaford)
 - 2. Approval of Special Education and General Education Contracts
 - 3. Approval of Special Education SEDCAR Contracts
 - 4. Approval of a Consulting Services Agreement with CPET / Teachers College, Columbia University
 - 5. Approval of an Inter-Municipal Agreement with the Farmingdale Public Library for Snow Removal for the 2021/22 School Year
- c. Approval of a Revised Continuing Community Education Earnings Schedule
- d. Approval of Change Order #4 with Construction Consultants of Long Island, Inc., for Various Wall Changes and for Masonry Beam Infill Credit Associated with the Aquatic Center at Howitt Middle School
- e. Approval of Declaration of Obsolete Equipment - December 2021
- f. Approval of Fiduciary Responsibility for the Ellen & Phillip Acinapuro Memorial Scholarship Fund

II. Items for Action

- a. Approval of a Memorandum of Agreement with the Farmingdale Federation of Teachers for a 403(b) Roth Retirement Plan
- b. Approval of a Memorandum of Agreement with the Farmingdale Association of Administrators and Supervisors for a 403(b) Roth Retirement Plan
- c. Approval of a Memorandum of Agreement with the United Public Services Union, Farmingdale UFSD Registered Nurses for a 403(b) Roth Retirement Plan
- d. Approval of Resolution for Unaffiliated/Confidential Staff for the 403(b) Roth Retirement Plan
- e. Approval of Policy and Regulation #5280, Interscholastic Athletics
- f. Approval of Policy #8505, Charging School Meals and Prohibition Against Shaming
- g. Approval of Memorandum of Agreement with the Farmingdale Registered Nurses Unit
- h. Approval of a Memorandum of Agreement with the CSEA Clerical/Custodial Unit for a 403(b) Roth Retirement Plan

- i. Approval of a Memorandum of Agreement with the CSEA Cafeteria Employees Unit for a 403(b) Roth Retirement Plan
- j. Approval of a Memorandum of Agreement with the CSEA Teacher Aides & School Monitors Unit for a 403(b) Roth Retirement Plan
- k. Approval of Resolution for Unaffiliated/Confidential Staff for the 457 Roth NYS Deferred Compensation Retirement Plan
- l. Approval of a Memorandum of Agreement with the CSEA Teacher Aides & School Monitors Unit for a 457 Roth NYS Deferred Compensation Retirement Plan
- m. Approval of a Memorandum of Agreement with the Farmingdale Federation of Teachers for a 457 Roth NYS Deferred Compensation Retirement Plan
- n. Approval of a Memorandum of Agreement with the United Public Services Union, Farmingdale UFSD Registered Nurses for a 457 Roth NYS Deferred Compensation Retirement Plan
- o. Approval of a Memorandum of Agreement with the CSEA Cafeteria Employees Unit for a 457 Roth NYS Deferred Compensation Retirement Plan
- p. Approval of a Memorandum of Agreement with Farmingdale Association of Administrators and Supervisors
- q. Approval of a Memorandum of Agreement with the CSEA Clerical/Custodial Unit for a 457 Roth NYS Deferred Compensation Retirement Plan
- r. Approval of a Memorandum of Agreement with the Farmingdale Association of Administrators and Supervisors for a 457 Roth NYS Deferred Compensation Retirement Plan

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

- 1. Draft Policy and Regulation #4327, Homebound Instruction

Public Participation

Adjournment

Patricia Celano, Assistant District Clerk

Board of Education50 Van Cott Ave
Farmingdale, NY 11735Meeting: 12/01/21 08:00 PM
Department: Assistant Supt for Human Resources and Admin

Category: Discussion

Prepared By: Marie Lovisa

Initiator: Glen A Zakian

Sponsors:

DOC ID: 8507

SCHEDULED**DISCUSSION ITEM (ID # 8507)**

Draft Policy and Regulation #4327, Homebound Instruction

DRAFT #4327

HOMEBOUND INSTRUCTION

Homebound instruction is a service provided to students who are unable to attend school due to medical, emotional or disciplinary problems. Secondary students receive instruction for two hours per day and elementary students receive one hour per day. Students receive credit for their work while on homebound instruction.

The district makes provisions for homebound instruction upon referral from the Director of Health Services, the Director of Special Education or the ~~Chief School Psychologist~~ **Building Administration** with approval by the Assistant ~~to the~~ Superintendent for ~~Human Resources and Administration~~ **Pupil Personnel Services**. These referrals shall follow the guidelines established by the Superintendent of Schools for placing a student on homebound instruction.

Ref:

Education Law §§1709(24); 4401 et seq.

8 NYCRR §175.21

Adoption date: July 5, 1995;

Updated: November 2016

HOMEBOUND INSTRUCTION REGULATION

Eligibility Requirements

1. Students of school age who will be absent from school for an estimated period of two weeks or more due to Committee on Special Education (CSE) placement, health problems, or suspension.
2. Students who are emotionally disturbed may receive home tutoring if recommended by a psychiatrist or psychologist.
3. Home tutoring will not be approved for children with vision and hearing defects who do not attend school except in very special cases, such as a child who also has a severe cardiac disability in addition to the other disability. Readers for children with severe visual disabilities and lip-reading lessons for hard-of-hearing may be approved if the child also attends school.

Procedure

1. Initiation of Request for Home Tutoring
 - a. In the case of a physically disabled child, the school nurse-teacher forwards an application for home tutoring to the child's family physician. The doctor is to complete it, including diagnosis, recommendation, estimated length of absence, and signature. The school nurse submits the form to the Principal who then sends it to the school physician for review. The school physician forwards the request to the Assistant to the Superintendent for ~~Human Resources and Administration~~ Pupil Personnel Services for approval.
 - b. In the case of an emotionally disturbed child, the school psychologist initiates the request for home tutoring. The completed form is then sent to the Building Principal for review and then to the Assistant to the Superintendent for ~~Human Resources and Administration~~ Pupil Personnel Services.
 - c. In the case of a student suspended from school and placed on home tutoring by a hearing officer in a disciplinary procedure at the Superintendent's level, the Building Principal will initiate the home tutoring request and forward it to the Assistant to the Superintendent for ~~Human Resources and Administration~~ Pupil Personnel Services.
 - d. If a determination is made by a hearing officer in a disciplinary procedure at the Superintendent's level, the Building Principal determine if the tutoring will take place at the District Tutoring Center or at the home of the student and forward the request to the Assistant to the Superintendent for Pupil Personnel Services.
2. Processing of Request for Home Tutoring
 - a. After approval of the Assistant to the Superintendent for ~~Human Resources and Administration~~ Pupil Personnel Services, the application for home tutoring is either returned to the ~~Principal's office~~ Special Education Office or the appropriate Building Administrator. That office completes tutoring arrangements, including obtaining services of a teacher certified in that grade, or subject area or areas, in the case of secondary schools.

- b. Parents are notified of arrangements for home instruction by the guidance or grade office, that is, name of teacher(s) and subject(s) to be covered, length of daily sessions, and are advised of the conditions under which tutoring is to be conducted; regulations of the Board of Education, including presence of an adult in the home during tutoring; whom to notify of child's return to school; whom to contact on those days that the child will not be able to receive home tutoring.
- c. The home tutored child's name is to be removed from the classroom register and placed on the home tutoring register which is kept in the office of the Attendance Supervisor.
- d. Notification of the initiation of home tutoring service should be sent to the various offices in the district which are affected. They include:
 1. Assistant **to the** Superintendent/**Administration for Pupil Personnel Services**
 - ~~2. Data Processing Office (IBM register and attendance cards)~~
 - ~~3. Homeroom teacher (child's records, report card, return to school, etc.)~~
 4. Principal
 5. Assistant Principal
 6. Attendance
 - ~~7. Psychology~~
 8. Special Ed
 9. School nurse (health records, return to school).
 10. Guidance counselor (secondary schools)

3. Readmission of Student to School

- a. The parent should notify the school nurse one week before the student is ready to re-enter school. An adjustment form and a limited gym form should then be mailed to the parent who will request the attending physician to complete them. This is especially important in the case of a physically disabled child. These forms are to be completed before the student enters school.
- b. Home tutored students are to re-enter school through the health office.
- c. School nurse and school physician complete special adjustment form and send copies of this form to the Building Principal/guidance office and transportation office.
- d. When all re-entry forms are in order, nurse sends the student to classroom teacher (elementary schools) or guidance office (secondary schools) for re-admission to class.
- e. According to level, the Principal's office, guidance, or attendance notifies Assistant **to the** Superintendent for ~~Human Resources and Administration~~ **Pupil Personnel Services**, ~~data processing office~~ and classroom teacher upon child's return to regular class and transfers student back to homeroom register.

Selection and Assignment of Home Tutors

1. Principals will survey their respective staffs during the first weeks of school for those interested in tutoring. A list of applicants for each building should be forwarded to the Assistant **to the** Superintendent for ~~Human Resources and Administration~~ **Pupil Personnel Services** by September 30, along with the names of staff

members who actually make tutoring arrangements in your building. The list should include teacher's name and areas of certification. A districtwide list will be issued, broken down by school and area of certification. All tutors must be certified in the areas that they expect to tutor. ~~The district must have the expressed consent of the Commissioner of Education to allow a teacher to teach even one class outside their area of certification.~~

2. A "sign-off" copy of the student's schedule must be circulated to the student's regular teachers to see if there is interest in home tutoring. The student's regular teachers have top priority in assigning home tutors. The completed "sign-off" sheet must be attached to the request for home tutoring which initiates the process.
3. If there is no interest from the regular teachers, the building list of available tutors must be surveyed.
4. If no certified tutor is available to meet a student's need in the building then the districtwide list should be surveyed. Substitute teachers who wish to home tutor will be considered only after the district list has been surveyed.
5. If no in-district certified tutor is available, go to an outside agency.
 - a. Payment
 1. The home tutor is responsible for obtaining a Home Tutoring Report/Payroll Card from the Principal's office. This form is to be completed, back and front, by the tutor and submitted to the Principal, on a bi-weekly basis.
 2. Principal will review the report, sign it, and forward it to the Assistant to the Superintendent for ~~Human Resources and Administration~~ Pupil Personnel Services for approval for payment.
 3. Home tutors will be paid on the next payroll following receipt of the approved Report of Home Tutoring/Payroll card by the Assistant to the Superintendent for ~~Human Resources and Administration~~ Pupil Personnel Services.

District Regulations

1. Approval for home tutoring will be given only for days in which school is in session in the local school. Home teaching will not be approved on Saturdays, Sundays holidays, or during vacation periods. Time lost in home tutoring because of illness or any other reason cannot be made up at a later date. This is true also on those days when schools are closed because of inclement weather, conference days, etc. Home teaching shall be approved on "shortened session" days such as prior to a holiday or vacation.
2. Length of home tutoring session:
 - a. Elementary - one hour each school day
 - b. Secondary - two hours each school day
 - c. This regulation precludes instruction by more than one teacher on the same day if the total daily instruction exceeds the maximum time listed in "a" and "b."

Responsibilities of Home Tutor:

Home Contacts

1. Home teacher will contact parents and schedule a mutually convenient hour for instruction in accordance with regulations. An adult must be present in the home during instruction and there should be a suitable room with sufficient privacy in order that the teacher may profitably instruct the child.
2. The Principal should be notified by the home tutor when he/she is unable to provide home instruction because of teacher or student illness, absence of an adult, etc. A master official state register will be maintained in the Attendance Supervisor's Office. This record of attendance is extremely important.

School Contacts

1. Home tutor will contact previous home tutor, classroom teacher or guidance counselor for information on attitude, ability and achievement of student.
2. Home tutor has responsibility for maintaining close contact with classroom teacher. Materials used and subject matter covered in regular classroom will be the basis for home instruction. This is necessary to allow a smooth return to the classroom when student is ready to re-enter.
3. A Home Teaching Progress Report must be filed by the home tutor monthly or at the termination of home tutoring whichever occurs first with the student's guidance counselor. At the elementary level, this report will go to the Principal.

Payment to Teachers

1. The home tutor is responsible for obtaining a Home Tutoring Report/Payroll Card from the Principal's office. This form is to be completed, back and front, by the tutor and submitted to the Principal on a bi-weekly basis.
2. The Principal will review the report, sign it, and forward it to the Assistant to the Superintendent for ~~Human Resources and Administration~~ Pupil Personnel Services for approval for payment.
3. Home tutors will be paid in the next payroll following receipt of the approved Report of Home Tutoring/Payroll Card by the Assistant to the Superintendent for ~~Human Resources and Administration~~ Pupil Personnel Services. Additional deductions on the increased amount of the check will be made for Social Security, Federal and State income taxes and retirement. Non-staff members must submit Form W-4 to the Business Office. Regular deductions on these checks will also be made.

In the case of children from parochial schools, public school books and materials are to be used. No courses involving "religion" are to be taught.

Reporting Marks

Elementary Level

1. Home tutor is responsible for completing the regular report card and conference when necessary in conjunction with the classroom teacher or Principal.
2. At the close of the school year, the home tutor is responsible for recommending to the Building Principal promotion or retention of the student in conjunction with the classroom teacher. The weight given to the home tutor's recommendation depends upon the length of time home instruction was in operation.
3. Report card will be given to student by home tutor.

Secondary Level

1. Home tutors are responsible for informing teachers about students' grades and progress.
2. The guidance department will mail the report card to student's home.

Home tutor is responsible for completing any department tests and any necessary Regents examinations of students under instruction at that time. Tutor will submit this information to the Guidance Office for inclusion in a grade or on the report card for use in determining promotion or failure at junior and senior high levels.

3. At the time Regents examinations are to be given, the guidance director should arrange with the Principal for proper coverage of each examination. Full time staff members are not entitled to tutorial pay for administering such examinations during the school day.
4. All reports to the guidance department must be in writing and submitted when due. The guidance director will advise the Principal when grades have not been submitted by home tutors.

Failure to comply with these regulations will mean withholding of payment to home tutor.

Adoption date: July 5, 1995; Revised: November 2016