

## AGENDA

Glen Cove Board of Education  
Board of Education  
BOE Meeting  
Monday, February 27, 2017, 7:30 pm - 9:30 pm  
Middle School



### I. Opening Ceremony

Salute to Flag and Moment of Silence

- a. Role Call

### II. Approval of Minutes of the Board of Education Meeting

Presented by District Clerk - February 13, 2017

### III. Committee Reports

- a. Audit Committee

Amy Franklin  
Maureen Pappachristou

- b. Facilities Committee

David Huggins  
Alex Juarez  
Gail Nedbor-Gross

- c. Policy Committee

Gail Nedbor-Gross  
Maria Venuto

- d. Technology Committee

Barrie Dratch

- e. Nutrition and Wellness

Maureen Pappachristou  
Maria Venuto

### IV. Superintendent Report

- a. Updates

1. iPad Demonstration
2. 2017 - 2018 Budget Presentation

- b. Calendar

### V. Public Participation

This section gives opportunity to residents who wish to raise a question or make a brief statement on agenda items.

### VI. Instructional Report

- a. Committee on Special Education
- b. AP Courses

### VII. Business Affairs

- a. Finance

1. Treasurer's Report for the month of January 31, 2017
2. Financial Reports
  - a. Bank Reconciliations - Extra Classroom Accounts (HS and MS) - for the month of January 31, 2017
  - b. Receipts - Revenue Budget Status Report A (General) Fund and Revenue Budget Status Report C (Lunch) Fund for the month of January 31, 2017
  - c. Appropriation Status Report for the month of January 31, 2017
  - d. Check Registers for the periods January 13 - 31, 2017 and February 1 - 10, 2017

- b. Operations

1. District of Location Contract(s)
2. District of Residence Contract(s)
3. Solicitation of Proposals
4. Field Trip

#### **VIII. Personnel**

##### **a. Certified**

1. Appointment of Substitute Teacher (2016-2017)
2. Appointment of High School AP Review Tutors
3. Request for Leaves of Absence
  - a. Comments
4. Resignations
5. Termination
  - a. Comments

##### **b. Classified**

1. Appointment of Senior Administrative Clerk
2. Appointment of Security Guards
3. Appointment of Substitute Food Service Helper
4. Request for Leave of Absence
  - a. Comments
5. Resignation
  - a. Comments

#### **IX. New Business**

##### **X. Unfinished Business**

- a. Policy#7211: Grading: Secondary Students - Second Reading and Adoption
- b. Policy #3280: Community Use of School Facilities - Second Reading and Adoption

##### **XI. Public Participation**

This section gives opportunity to resident who wish to raise a question or make a brief statement on mattes including, but not limited to, agenda items.

##### **XII. Executive Session (if necessary)**

##### **XIII. Adjournment**

**Regular Meeting – Board of Education – February 27, 2017**

**IV. Superintendent’s Report**

**b. Calendar**

|                    |               |  |
|--------------------|---------------|--|
| <b>February 27</b> | Monday        | BOE Regular Meeting<br>Executive Session – 6:15 pm<br>Regular Meeting to Reconvene – 7:30 pm<br>Middle School  |
| <b>28</b>          | Tuesday       | Connolly PTA Meeting – 7 pm  |
| <b>March 1</b>     | Wednesday     |  |
| <b>2</b>           | Thursday      |  |
| <b>3</b>           | Friday        | Facilities Committee – 8:30 a.m. – Thayer House - tentative  |
| <b>6</b>           | Monday        |  |
| <b>7</b>           | Tuesday       | HS Booster Club Meeting – 7 pm   |
| <b>8</b>           | Wednesday     | HS PTSA Meeting – 7 pm   |
| <b>9</b>           | Thursday      |  |
| <b>10</b>          | Friday        | High School Red & Green Games – 6:30 pm  |
| <b>12</b>          | <b>SUNDAY</b> | <b>PTA SCHOLARSHIP LUNCHEON – Soundview - 12:30 pm</b>   |
| <b>13</b>          | Monday        | BOE Regular Meeting<br>Executive Session – 6:15 pm<br>Regular Meeting to Reconvene – 7:30 pm<br>Deasy School   |
| <b>14</b>          | Tuesday       |  |
| <b>15</b>          | Wednesday     |  |
| <b>16</b>          | Thursday      | Curriculum Committee – 3:30 pm – Thayer House<br>Gribbin PTA meeting – 7 pm                                    |
| <b>17</b>          | Friday        |  |
| <b>20</b>          | Monday        | Policy Committee – 6 pm – Thayer House   |
| <b>21</b>          | Tuesday       |  |
| <b>22</b>          | Wednesday     | District Technology Committee – HS Library – 4 pm  |
| <b>23</b>          | Thursday      |  |
| <b>24</b>          | Friday        |  |
| <b>27</b>          | Monday        | BOE Regular Meeting<br>Executive Session – 6:15 pm<br>Regular Meeting to Reconvene – 7:30 pm<br>Gribbin School |
| <b>28</b>          | Tuesday       | Connolly PTA meeting – 7 pm  |
| <b>29</b>          | Wednesday     | Deasy PTA meeting – 7 pm   |
| <b>30</b>          | Thursday      |  |
| <b>31</b>          | Friday        | Middle School Play<br>High School Senior Fashion Show – 7:30 pm  |
| <b>April 3</b>     | Monday        | BOE Regular Meeting<br>Executive Session – 6:15 pm<br>Regular Meeting to Reconvene – 7:30 pm<br>Middle School  |
| <b>4</b>           | Tuesday       | HS Booster Club Meeting – 7 pm   |
| <b>5</b>           | Wednesday     | MS PTA Meeting – 7:30 pm   |
| <b>6</b>           | Thursday      |  |
| <b>7</b>           | Friday        |  |

**Regular Meeting – Board of Education – February 27, 2017**

VI. **Instructional Report**

a. **Committee on Special Education**

**RESOLVED**, on the recommendation of the Superintendent of Schools, the Board of Education approves the recommendations of the Committee on Special Education for Initial Placement Programs/Services for cases listed as per the attached from meetings and approves the authorization of funds to implement the special education programs and services.

**Regular Meeting – Board of Education – February 27, 2017**

**VI. Instructional Report**

**a. AP Courses**

**RESOLVED**, on the recommendation of the Superintendent of Schools, the Board of Education approves the following AP exam review sessions for 13 Advanced Placement courses at approximately 15 hours per AP course during the period of March 6, 2017, through May 12, 2017, at a cost not to exceed \$13,000 in accordance with the memorandum from Antonio Santana to Dr. Michael Israel dated February 6, 2017.

**Regular Meeting – Board of Education – February 27, 2017**

VII. **Business Affairs**

b. **Operations**

1. **District of Location Contract(s)**

**RESOLVED**, on the recommendation of the Superintendent of Schools, the Board of Education approves the services as summarized below in which Glen Cove is the district of location and authorizes the President of the Board to sign such contracts upon approval:

| <b>District of Residence</b>        | <b>Address</b>                             | <b># of Students</b> | <b>Services</b>   |
|-------------------------------------|--|----------------------|---|
| Westbury Union Free School District | 6 Hitchcock Lane<br>Old Westbury, NY 11568 | 1                    | Individual Education Services as outlined on students' IEP. |

**Regular Meeting – Board of Education – February 27, 2017**

VII. **Business Affairs**

b. **Operations**

2. **District of Residence Contract(s)**

**RESOLVED**, on the recommendation of the Superintendent of Schools, the Board of Education approves the services as summarized below in which Glen Cove is the district of residence and authorizes the President of the Board to sign such contracts upon approval:

| <b>District of Location</b>           | <b>Address</b>                            | <b># of Students</b> | <b>Services</b>   |
|---------------------------------------|---|----------------------|---|
| Hicksville Union Free School District | 200 Division Ave.<br>Hicksville, NY 11801 | 12                   | Individual Education Services as outlined on students' IEP. |

VII. **Business Affairs**

b. Operations

3. Solicitation of Proposals

**WHEREAS**, a number of public school districts in Nassau County wish to jointly solicit proposals for Special Education Related Services for the 2017-2018 school year (and any renewal period) in accordance with the applicable provisions of General Municipal Law;

**WHEREAS**, the School District, is desirous of participating with these school districts for the joint solicitation of proposals for Special Education Related Services as authorized by General Municipal Law, Section 119-0 in accordance with the terms and conditions of an Inter-Municipal Cooperative Agreement to be approved by District legal counsel; and,

**WHEREAS**, the Board of Education has determined that it would be in its best financial interest to procure Special Education Related Services on a cooperative basis;

**NOW THEREFORE BE IT RESOLVED** that the Board of Education hereby authorizes the School District to participate with the other Nassau County public school districts for the solicitation of proposals for Special Education Related Services on a cooperative basis subject to the terms and conditions of an Inter-Municipal Cooperative Agreement to be approved by District legal counsel;

**BE IT FURTHER RESOLVED** that the Board of Education hereby authorizes the Board President to execute the necessary documents to effectuate said Inter-Municipal Cooperative Agreement on behalf of the Board of Education.



**Regular Meeting – Board of Education – February 27, 2017**

**VII. Business Affairs**

b. Operations

4. Field Trip

**RESOLVED**, on the recommendation of the Superintendent of Schools, the Board of Education approves the Ski Club trip to Mount Snow on March 17, 2017 through March 19, 2017.

**Regular Meeting – Board of Education – February 27, 2017**

VIII. Personnel

a. Certified

1. Appointment of Substitute Teacher (2016-2017)
2. Appointment of High School AP Review Tutors
3. Request for Leaves of Absence
  - a. Comments
4. Resignations
5. Termination
  - a. Comments

**Regular Meeting – Board of Education – February 27, 2017**

VIII. Personnel

b. Classified

1. Appointment of Senior Administrative Clerk
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  - a. Comments
5. Resignation
  - a. Comments

Students

**SUBJECT: GRADING: SECONDARY STUDENTS**

The Board of Education recognizes that the classroom teacher has the primary responsibility of evaluating a student and determining a student's grades. Grading is a positive means of measurement to indicate achievement and development in each class or subject area in which a student is enrolled.

**Middle School Grading Guidelines**

The faculty of the Middle School will utilize a uniform grading system. Classroom teachers will evaluate students and assign grades using the following systems in which subject area staff members have mutually agreed upon and have accepted as a department the specified percentage for those areas applicable to the department as an entity, as well as those areas applicable to special (electives) circumstances:

**Core Academic Classes**

- a) Class work and active engagement 30%
- b) Completion and quality of homework 10%
- c) Reports, projects, tests and quizzes, labs 60%

**Special** (Music, Art, Physical Education, Health, Computer Education, Technology, Home and Careers)

- a) Skill assessment 20%
- b) Class participation, performance, portfolio 60%
- c) Reports and class projects 10%
- d) Tests, quizzes and examinations 10%

ENL students who scored **Entering** or **Emerging** on the previous year's NYSESLAT will be graded on a **Pass/Fail** basis in all academic subjects according to the following criteria:

- Grades on exams, quizzes, and projects
- Homework
- Satisfactory classwork
- Satisfactory notebook/binder
- Attendance record
- Teacher's Recommendation

\* Exceptions can be made, based on teachers' discretion, if Entering or Emerging student's average is an 80 or above. This decision to grade a specific student numerically must be made within the first quarter and the teacher must continue to grade in that manner for the remainder of the school year.

(Continued)

**SUBJECT: GRADING: SECONDARY STUDENTS (Continued)**

ENL students who scored **Transitioning, Expanding, or Commanding** on the previous year's NYSESLAT will be graded on the basis of **numerical grades**, in accordance with the subject area grading policy.

**High School Grading Guidelines**

Teachers of core and specialty classes at the High School will determine the percentages to be used for each category within the stated ranges. All percentages will total 100% and the complete grading practice for the course will be part of the comprehensive class contract. Teachers teaching the same course within a department will come to agreement on the percentages to be used in each category. This must be communicated to and reviewed by the respective department supervisor prior to dissemination to students and parents.

**Core Classes:** Required courses needed to satisfy graduation requirements in science, math, social studies, English, health, foreign language.

**Test Quizzes:** 60 – 80%

**Performance Tasks:** (Lab reports, projects/authentic assessments, research papers, portfolios, presentations) 10 – 30%

**Class work/class participation:** (Informal checks for understanding such as “Do Now” or entry questions activities, exit cards, cooperative group work, class discussion and dialogue, preparation for class, being on time and in attendance) 5 – 20%

**Completion and quality of homework:** (Informal check for understanding) 5 – 20%

**Specialty Classes:** (Music, visual arts, physical education)

**Performance Tasks:** (Performances, skill assessments, portfolios, projects, research papers/presentations, authentic assessments) 60 – 70%

**Class participation:** (Informal checks for understanding such as entry questions “Do Now,” exit cards, class discussion, cooperative group work, preparation for class, on time and in attendance) 10 – 20%

**Test quizzes/examinations:** 10 – 20%

(Continued)

Students

**SUBJECT: GRADING: SECONDARY STUDENTS (Continued)**

**Elective Course Work:**

Due to the diversity of elective course offerings at the High School and the need to maintain flexibility in the manner in which student understanding is assessed, teachers of elective courses will develop their own grading policy. Teachers teaching the same elective course will come to agreement on the categories and percentages to be used in determining a student's quarter grade. This grading system must be communicated to and reviewed by the respective department supervisor prior to dissemination to students and parents.

All students are expected to complete the assigned class work and homework as directed. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit. If work is missed due to an excused absence, the student and/or the student's parent(s) or guardian(s) should discuss with the student's teacher an appropriate means of making up the missed work.

The following guidelines will be observed:

- a) In addition to the four report cards, parents will be regularly informed of their child's progress through the issuance of interim reports each quarter.
- b) The use of marks and symbols will be appropriately explained.
- c) Grading will not be used for disciplinary purposes, i.e., giving lower grades for absences, unless the student's misconduct is directly related to his/her academic performance (plagiarism, for example).

The final grade of each course will be calculated by averaging each of the quarterly grades and the final exam or Regents examination grade. In other words, the final exam or Regents examination will represent 20% of the final grade. Regents exam scores for students who qualify for the 'safety net' designation [Special Education and ELL students] will be calculated with the numerical value of 65 for any score between 55 and 64 to enable them to have a passing average for the course if they have earned a 65 for the four quarters.

At the beginning of each course of study, the classroom teacher will explain and review the criteria for grading with his/her students, and will provide a written description of how grades will be calculated which will be approved by the principal and academic coordinator. Therefore, all students will be aware of how his/her achievement is evaluated by the classroom teacher. If an appeal is made regarding the assigned grade, then the subject area supervisor, followed by the principal will consider the merits of the appeal. Ultimately, the assigned grade may only be changed by the Assistant Superintendent for Curriculum and Instruction after consulting with the principal. If the Assistant Superintendent for Curriculum and Instruction changes the grade, he/she will provide a written report citing the reasons for the grade change for the Superintendent of Schools. The decision of the Superintendent of Schools shall be final in such matter.

No student may drop or change a level of a course without parental/guardianship written permission.

(Continued)

**SUBJECT: GRADING: SECONDARY STUDENTS (Continued)**

**Regents Examinations**

Passing a Regents examination may not guarantee a passing final grade for the course. Walk-in exam results will be recorded on transcripts, but will not be used to alter the grade of the course of study already completed. Should a student retake the Regents exam, then the higher score will only be entered on the transcript.

All students, with the possible exception of students with special needs who, on his/her IEP, may be exempted or be permitted modifications for the Regents examination, will be required to take the Regents examination for all Regents courses. In order to fulfill the state regulation for qualifications to take a Science Regents examination, all students must fulfill 1200 minutes of hands on laboratory work.

**Oversight**

It is the role of the teacher's direct supervisor (Principal, Assistant Principal, Coordinator, Department Chairperson, Assistant Coordinator) to continuously monitor the extent to which all aspects of the grading policies are being implemented. Monitoring will include, but not be limited to, the weekly review of lesson plans, regular classroom visits on a drop in basis, individual conferencing with teachers regarding their grades, accounting for the number of minutes students are engaged in laboratory work, and investigating student or parent complaints with regard to any direct or indirect activities which might affect student grades.

**Advanced Placement Courses and Examinations**

Students who participate in an Advanced Placement course will receive credit for that Advanced Placement course and have the designation of Advanced Placement placed on their transcripts only if the student sits for the Advanced Placement examination.

## Community Relations

**SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES**

It shall be the policy of the Board to encourage the greatest possible use of school buildings for community-wide activities. This is meant to include use by recognized civic, social and fraternal and religious organizations in accordance with law. Groups wishing to use the school facilities must secure written permission from the Superintendent and abide by the rules and regulations established for such use including restrictions on alcohol, tobacco and drug use. The Superintendent, at his/her discretion, may consult with the Board of Education. Monthly reports may be made to the Board regarding community use of the school facilities.

**Specific Requirements Relating to Boy Scouts and other Title 36 Patriotic Youth Groups**

The Boy Scouts Act applies to any local educational agency (LEA) that has a designated open forum or limited public forum and that receives funds made available through the U.S. Department of Education (DOE). It applies to any group officially affiliated with the Boy Scouts of America or any other youth group designated in Title 36 of the United States Code as a patriotic society.

Under this law, no covered entity shall deny equal access or a fair opportunity to meet, or discriminate against any group affiliated with the Boy Scouts of America or any other Title 36 patriotic youth group that wishes to conduct a meeting within the covered entity's designated open forum or limited public forum. No covered entity shall deny access or opportunity or discriminate for reasons including the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts of America or of the Title 36 patriotic youth group. The statute applies regardless of the entity's authority to make decisions about the use of its own school facilities.

For purposes of these regulations, an elementary or secondary school has a designated open forum whenever the school involved designates a time and place for one or more outside youth community groups to meet on school premises or in school facilities, including during the hours in which attendance at the school is compulsory, for reasons other than to provide the school's educational benefits or services.

For purposes of these regulations, an elementary or secondary school has a limited public forum whenever the school involved grants an offering to, or opportunity for, one or more outside youth or community groups to meet on school premises or in school facilities before or after the hours during which attendance at the school is compulsory.

Access to facilities and the ability to communicate using school-related means of communication must be provided to any group officially affiliated with the Boy Scouts of America or any other Title 36 patriotic youth group on terms that are no less favorable than the most favorable terms provided to other outside youth or community groups.

(Continued)



## Community Relations

**SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd.)**

No school, agency, or school served by an agency to which the Boy Scouts Act applies are required to sponsor any group officially affiliated with Boy Scouts or any other Title 36 patriotic youth group.

The obligation to comply with the Boy Scouts Act is not obviated or alleviated by any State of local law or other requirement.

The school buildings and grounds are maintained for the education and recreation of the school children of the district, and no use shall be made of the buildings or grounds which would interfere or disrupt their most effective use for the benefit of the school children. All uses of school buildings and grounds shall be consistent with section 414 of the Education Law.

Such use may take place during school hours only if the use will not be disruptive of normal school operations. Both during and after school hours, all such use should pertain to the general welfare of the school and/or community, and be in compliance with the Education Law. Any such use, however, shall not be deemed an endorsement of the activity or purpose for which the facilities are used.

Exception to this policy may be made only by the Board of Education.

**Public Use of School Facilities Regulation**

School facilities will be made available to groups or organizations which are active within the district and whose membership is drawn primarily from residents of the district. Application for the use of school facilities must be made through the **Buildings & Grounds Office at least (30) days prior to the event**. The Board of Education expressly reserves the right to change the rules and regulations **at any time**, and to revoke for cause, permission that was previously granted.

Authorizations are good only for the dates specified in the Use of Facilities Form and must comply with the following regulations:

1. School programs and activities shall have preference in the assignment of facilities. Any non-school use of the school facilities must conform to the rules and regulations established. **NOTE:** The High School Varsity fields will NOT be available for use.
2. The custodian on duty is to be regarded as the representative of the District for the purpose of inspection and observation. His/Her services will not be at the disposal of the sponsor.
3. No one is permitted in any building unless a custodian or a representative of the District is on duty.

(Continued)

## Community Relations

**SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd.)**

4. There shall be no use of illegal drugs or alcoholic beverages at any time in the school buildings or on school grounds.
5. There shall be no smoking or other tobacco use in all school buildings or on school property, or at school-sponsored activities.
6. There shall be no gambling at any time on school premises.
7. Regular gym shoes must be worn when sports or games are conducted on the gymnasium floors and outside High School/Middle School sports complex.
8. Children's activities must be under strict supervision of adult sponsors at all times.
9. Responsibility for order and safety must be assured by the sponsor. The sponsor is responsible for the care and use of all school property. He/She will be the first person admitted and the last person to leave. Further, he/she will be in attendance at all times during the occupancy of the building. Any damage to school property shall be reimbursed by the organization using same. The sponsor will assign a responsible person to the entrance of the building and only permit the entry of individuals identifying themselves as members of the sponsoring organization, in order to properly control the entry of people.  
  
If non-members attend the event, the sponsor shall still be responsible for them, including for any damage to property and/or any violation of law, policy or regulations of the school or district.
10. It is the responsibility of the sponsor to see that the premises are vacated promptly at the time indicated on the Use of Facilities Form, unless otherwise authorized. The space used shall be vacated no later than 11 P.M., unless a specific exception is granted in the permit. The sponsor will see that the facilities are in order before leaving and sign the custodian's copy of the Use of Facilities Form.
11. A detailed financial statement showing total receipts, their proposed use, and expenses for each use of building(s) or grounds for which admission is charged must be available on request.
12. It shall be understood that the Superintendent of Schools and/or the Board of Education has the authority to grant or reject requests for the use of school facilities and equipment.

(Continued)

## Community Relations

**SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd.)**

13. Any group using school facilities is required to present evidence of liability insurance, with the district named as an additional insured, in an amount deemed adequate by the Superintendent or School Business Administrator. Approval of the use of the cafeteria, auditorium, gymnasium or playfields by large groups is subject to the district receiving, at least 30 days prior to the use of facilities, a Certificate of Insurance indicating a minimum combined single limit of comprehensive General liability Insurance coverage of one million dollars (\$1,000,000) and that the district be named as an additional insured to the policy. The Certificate of Insurance will also provide thirty (30) days notice of cancellation to the district. The sponsor will agree to hold itself liable for damages to school property through its carelessness or neglect. The Board may decline to accept further application for use of the school facilities should the sponsor violate any of the provisions of this regulation.

**Uses Encouraged for District Residents**

In accordance with State Education Law, the following uses of school buildings and grounds are acceptable:

1. for instruction in any "branch of education, learning or the arts";
2. for "social, civic and recreational meetings and entertainments, and other uses pertaining to the welfare of the community";
3. as polling places for holding primaries and elections and for the registration of voters; and
4. for "civic forums and community centers."

**Prohibited Uses of School Buildings and Property**

State Education Law and the Constitution of New York State specifically prohibit the following uses of school buildings and property:

1. for the purpose that will in any way interfere with the use of school buildings, grounds, or other school property by the school;
2. by any person or profit-making organization for personal or private gain, financial or otherwise;
3. for holding a social, civic or recreational meeting or other use pertaining to the welfare of the community, unless such meeting, entertainment or use shall be non-exclusive and open to the general public;

(Continued)

## Community Relations

**SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd.)**

4. for a meeting, entertainment or occasion where admission fees are charged, if such meeting, entertainment or occasion is under the exclusive control and the proceeds are to be applied for the benefit of a society, association, or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization, other than any organization of veterans or of volunteer firemen.

**Use of School Facilities by School Personnel and Students**

Any use of school facilities for school-related activities will be scheduled through the Building Principal. Any other use outside the regular school week will be scheduled through the Building & Grounds Department.

No students are allowed in a school building unless a teacher is on duty. Scheduling in advance will ensure that the space requested is available and not given to outside groups.

Recognized collective bargaining units may use school facilities to conduct meetings as specified in the collective bargaining agreement(s).

**Use of School Facilities on Weekends and Holidays**

School facilities, except under unusual circumstances, will not be available on Saturdays, Sundays or school holidays. However if used on Saturdays, Sundays or school holidays, individuals or groups will be charged at a rate as specified in the Facility Use Fee Schedule and Notes: Additional Fees & Requirements to cover the cost of utilities, operation and maintenance, with such charges being made against Local Priority, Non-Local Groups and School-Related groups.

**Types of Organizations**

1. Local Priority Groups will include:
  - a) Firemen's organizations;
  - b) Veterans groups;
  - c) Civic organizations;
  - d) Boy Scouts;
  - e) Girl Scouts;
  - f) Senior citizen groups;

(Continued)

**SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd.)**

- g) Glen Cove Youth Group;
  - h) Other similar groups.
2. Non-Local Groups will include those which have at least fifty-one (51%) of their membership residing outside the school district.
3. School-Related Groups will include:
- a) Parent-teacher associations;
  - b) School clubs;
  - c) Recognized employee organizations; and
  - d) School booster organizations.

**Fees**

There shall be established a Facility Use Fee Schedule (attached) to cover the cost of utilities, operation and maintenance. An additional fee may be charged for services that may be required by the district due to the particular event taking place. Any organization that fails to pay the charges requested will forfeit its right to use any school facility until it complies with this requirement.

Only the Board may pay employees for services involving the use of school facilities.

Any change in time, date or cancellation of an activity is to be reported to the Building & Grounds Office, Business Office or the Board's representative. It will be understood that it may be necessary to reschedule a non-school activity if a conflict arises with a school-related activity.

In case of an accident resulting in injury to any person or damage to personal property, the incident must be reported immediately to the custodian of district personnel who is in charge. It must also be submitted in writing to the Superintendent within 5 days after the function. The permittee shall immediately request an accident report form from the district Business Office.

The granting of permission to use school property will not carry the right to exclude members of the Board or the representatives of the District from the property. Any member of the Board or District representatives will have full and free access at all times to any part of the building.

(Continued)

## Community Relations

**SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd.)****PUBLIC USE OF SCHOOL FACILITIES EXHIBIT****FACILITY USE FEE SCHEDULE**

To cover the cost of utilities, operation and maintenance, the following schedule of charges shall apply, except where the District is on an austerity budget:

Type of Organization**Local Priority Groups**

Priority groups include the Firemen's Organizations, Veterans' Groups, Civic Associations, Boy Scouts, Girl Scouts, Senior Citizen Groups, Glen Cove Youth Group, and similar groups.

|  | <u>Classrooms</u> | <u>Cafeteria</u> | <u>Gymnasiums<br/>&amp; Auditoriums</u> | <u>HS Track<br/>&amp; Field</u> |
|--|-------------------|------------------|---|---------------------------------|
| 1. Group which does not charge admission/donation fees.  | No Fee            | No Fee           | No Fee                                  | No Fee                          |
| 2. Group that charges admission/fees/donations in conjunction with any performance or program held in school facilities. | \$20              | \$40             | \$150                                   | \$250                           |

**Non-Local Groups**

Non-local groups include those which have at least fifty-one (51%) of their membership residing outside the school district.

|  | <u>Classrooms</u> | <u>Cafeteria</u> | <u>Gymnasiums<br/>&amp; Auditoriums</u> | <u>HS Track<br/>&amp; Field</u> |
|--|-------------------|------------------|---|---------------------------------|
| 1. Group which does not charge admission/donation fees.  | \$40              | \$75             | \$250                                   | \$350                           |
| 2. Group that charges admission/fees/donations in conjunction with any performance or program held in school facilities. | \$60              | \$100            | \$500                                   | \$750                           |

(Continued)

## Community Relations

**SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd.)****School Related Groups**

School related groups include Parent Teacher Associations, school clubs, recognized employee organizations, and booster organizations.

|  | <u>Classrooms</u> | <u>Cafeteria</u> | <u>Gymnasiums<br/>&amp; Auditoriums</u> | <u>HS Track<br/>&amp; Field</u> |
|--|-------------------|------------------|---|---------------------------------|
| 1. Group which does not charge admission/donation fees.  | No Fee            | No Fee           | No Fee                                  | No Fee                          |
| 2. Group that charges admission/fees/donations in conjunction with any performance or program held in school facilities. | No Fee            | No Fee           | No Fee                                  | No Fee                          |

**NOTES: Additional Fees and Requirements**

- When the school district is on an austerity or contingency budget, the district may not make its facilities available to community groups without charge. Proposed users must pay in advance all identifiable costs associated with such use. This shall not apply to use pursuant to an intergovernmental cooperation agreement or by the PTA for other than social functions.
- The fees listed above are for weekday use of school facilities. Weekend, holiday and after school-hours use would require the fee listed plus the district's cost for custodial and security overtime salaries. If additional custodial and/or security personnel are required, the group would be responsible for all the salary costs.
- Dress rehearsals and practice sessions by Special Arrangement only.
- In the event that the voters of the district do not appropriate funds for free or subsidized community use of school property, the foregoing fee schedule shall not be applicable and community groups will be required to reimburse the district for all identifiable costs associated with an approved use of such facilities.

(Continued)

**SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES (Cont'd.)**

Education Law Section 414  
34 Code of Federal Regulations (CFR) Part 108

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property  
#5640 -- Smoking/Tobacco Use  
#7310 -- School Conduct and Discipline  
#7320 -- Alcohol, Tobacco, Drugs and Other Substances  
(Students)  
*District Code of Conduct on School Property*

Adopted: 12/19/05  
Revised: 2/27/17