

## AGENDA



**Glen Cove Board of Education  
Board of Education  
BOE MEETING  
Wednesday, June 17, 2020, 5:30 pm - 6:30 pm  
via remote location**

### **I. Opening Ceremony**

Salute to Flag and Moment of Silence

A. Roll Call

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

Minutes of May 20, 2020 - Presented by District Clerk

### **III. Committee Reports**

### **IV. Superintendent Report**

A. Updates

1. Tenure and Retirement Recognition

2. Voting Process

### **V. Public Participation**

Due to COVID-19 and receipt of an executive order from Laura Curran and Governor Cuomo, the Glen Cove Board of Education temporarily suspends in-person public access to the meeting for Board of Education meetings. The meeting will be accessible for viewing on our website: [www.glencoveschools.org](http://www.glencoveschools.org).

### **VI. Instructional Report**

A. Committee on Special Education

B. Committee on Preschool Special Education

No reports

### **VII. Business Affairs**

A. Finance

1. Treasurer's Report - Month of April 2020

2. Financial Reports

a. Bank Reconciliations - Month of April 2020

b. Revenue Budget Status Report - Month of April 2020

c. Appropriation Budget Status Report - April 2020

d. Register of Bills - April 2020

e. Check Registers - April 2020

B. Operations

1. Certification of 2020 - 2021 Election Results
2. Excessing of Equipment
3. Summer Curriculum Writing
4. Contracts - Health and Allied Services
5. Excess Fund Balance Transfers
6. Budget Transfers
7. Contracts - Student Services
8. Bid Award
9. Bid Award - Paper and Plastic
10. Donation
11. Appointment of Election Inspectors

### **VIII. Personnel**

#### **A. Certified**

1. Appointment of Summer Curriculum Writers
2. Summer Appointments (Department of Special Education)
3. Summer Days for School Counselors
4. Appointment of Regular Substitute Teachers
  - a. Comments
5. Request for Leave of Absence
  - a. Comments
6. Resignation

#### **B. Classified**

1. Appointment of Working Supervisors (2020-2021)
2. Appointment of School Monitors (2020-2021)
  - a. Comments
3. Summer Days for School Nurse
  - a. Comments
4. Resignation

#### **C. MOA**

### **IX. Unfinished Business**

#### **X. New Business**

- A. Policy 3321: Data Privacy and Security - 1st Reading

### **XI. Public Participation**

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

### **XIII. Adjournment**

**Regular Meeting – Board of Education – June 17, 2020**

**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 – June 17, 2020**

**VII. Business Affairs**

**B. Operations**

**1. Certification of 2020 – 2021 Election Results**

**WHEREAS**, the Board of Education, meeting as a Board of Canvass, examined and tabulated the statement of the results of the Annual School District election in several election districts, held on June 9, 2020. The Board proceeded to canvass the returns as contained in such statements and declared the number of votes cast for the Board candidates; and declares the results as follows:

<b>School Election District</b>	<b>Proposition I YES</b>	<b>Proposition I NO</b>
High School - A, B, C	1603	1109
Connolly School - D	411	310
<b>Totals</b>	<b>2014</b>	<b>1419</b>

<b>School Election Districts</b>	<b>Monica Alexandris-Miller</b>	<b>David Huggins</b>	<b>Alexander Juarez</b>	<b>Maria Venuto</b>	<b>Write-Ins</b>
High School A, B, C	1509	1036	815	1404	49
Connolly School D	362	292	197	350	7
<b>Totals</b>	<b>1871</b>	<b>1328</b>	<b>1012</b>	<b>1754</b>	<b>56</b>

**NOW THEREFORE BE IT RESOLVED**, that Monica Alexandris-Miller received the highest number of votes and was elected to a three (3) year term beginning July 1, 2020; Maria Venuto received the second highest number of votes and is elected to a three (3) year term beginning July 1, 2020; and that Proposition I for the School District Budget passed with 2014 Yes votes and 1419 No votes.

**Regular Meeting – Board of Education – June 17, 2020**

**VII. Business Affairs**

**B. Operations**

**2. Excessing of Equipment**

**RESOLVED**, on the recommendation of the Superintendent of Schools, the Board of Education approves the removal and excess of the following equipment from the district maintenance shop:

- 00001316 Power Hack Saw
- 00001544 Wellsaw
- 100130 Aerator
- 100232 Jacobsen Snow Blower
- 100231 Jacobsen Snow Blower
- 100233 Jacobsen Snow Blower

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**VII. Business Affairs**

**B. Operations**

**3. Summer Curriculum Writing**

**RESOLVED**, on the recommendation of the Superintendent of Schools, the Board of Education approves the Summer Curriculum Writing Projects to begin on or about July 1, 2020 through August 17, 2020. This curriculum writing will support the approved new course approvals for the 2020-2021 school year. The projects will be funded through the curriculum code A 2010.155.

<b>Curriculum Writing Project</b>	<b>Grade Level</b>	<b># of hour each</b>	<b># of Teachers</b>
Dystopian & Fantasy	11-12	10	1
TED ED Student Talks	10-12	10	1
Cybersecurity	9-12	10	1
Algebra II Explorations	11-12	10	2
Facing History and Ourselves	10-12	10	1

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**VII. Business Affairs**

**B. Operations**

**4. Contracts – Health and Allied Services**

**RESOLVED**, on the recommendation of the Superintendent of Schools, the Board of Education approves the services as summarized below for Health and Allied Services and authorizes the President of the Board to sign such contract upon approval:

<b>District</b>	<b>Address</b>	<b>School/# of Students</b>	<b>Services</b>
Floral Park-Bellrose UFSD	1 Poppy Place Floral Park, NY 11001	Our Lady of Victory 2 Students	Health and Allied Services

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**VII. Business Affairs**

**B. Operations**

**5. Excess Fund Balance Transfers**

**RESOLVED**, on the recommendation of the Superintendent of Schools, the Board of Education approves the transfer of excess fund balances from the 2019 – 2020 fiscal year:

- To Unemployment Insurance Payment Reserve Fund in an amount not to exceed \$150,000
- To Worker’s Compensation Reserve Fund in an amount not to exceed \$750,000
- To Tax Certiorari Reserve Fund in an amount not to exceed \$2,000,000
- To Employee Benefit Accrued Liability Fund in an amount not to exceed \$1,500,000
- To Retirement Contribution Reserve Fund \$1,000,000
- To Retirement Contribution Reserve Sub-Fund not to exceed 2% of 2018-2019 TRS salaries
- To Capital Reserve not to exceed \$5,000,000



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**VII. Business Affairs**

**B. Operations**

**6. Budget Transfers**

**RESOLVED**, on the recommendation of the Superintendent of Schools, the Board of Education approves the following budget transfers:

Amount	From	Description	To	Description
\$10,813.78	A9060 800 01	Medical Insurance	A9060 800	Dental Insurance

\*To fund dental insurance budget code to cover June payment.

Amount	From	Description	To	Description
\$37,000	A1621 509	Other Grounds Development	A1620 466 25	Building Repair – DW
\$20,000	A1621 509	Other Grounds Development	A1620 463	Environmental Compliance

\*To fund various codes for summer flooring and abatement projects and purchase of automatic faucets.

Amount	From	Description	To	Description
\$25,459	A1620 510 25	HVAC	A1620 466 25	Building Repair - DW

\*To transfer funds to building repair – DW code to purchase automatic faucets for various restrooms.

Amount	From	Description	To	Description
\$25,606.29	A1620 400	Security – Contractual	A1620 466 25	Building Repair - DW

\*To transfer funds to building repair code to cover materials needed to fix MS stage roof before doing electrical and lighting project in auditorium.

Amount	From	Description	To	Description
\$13,354.31	A1621 401	Snow Removal Supplies	A1620 463	Environmental Compliance

\*To transfer funds to cover cost of abatement before flooring projects are done.

Amount	From	Description	To	Description
\$27,500	A1620 500 12	Security Maintenance	A1620 455 25	Building Repair - DW

\*To fund building repair – DW budget code to purchase materials for various flooring projects.

Amount	From	Description	To	Description
\$16,646	A1620 500 25	General Supply	A1620 507 25	Building Supply - DW

\*To fund building supply budget code to purchase various supplies for scheduled summer projects.

Amount	From	Description	To	Description
\$16,591	A2110 140	Substitute Salaries	A2110 478	Foster Children Tuition

\*To fund foster children tuition budget code for a foster child living and being education in the Island Trees School District.

Amount	From	Description	To	Description
\$15,000	A1620 476 05	Gas-Landing	A1620 463	Environmental Compliance
\$34,000	A1620 476 02	Gas-Middle/Deasy	A1620 463	Environmental Compliance

\*To fund environmental budget code for abatement projected needed to be done.

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**VII. Business Affairs**

**B. Operations**

**7. Contracts – Student Services**

**RESOLVED**, on the recommendation of the Superintendent of Schools, the Board of Education approves the student services as summarized below and authorizes the President of the Board to sign such contract upon approval:

<b>Provider</b>	<b>Address</b>	<b>Service</b>	<b>Rate</b>
Carrie's Kids	47 Locust Avenue Glen Head, NY 11545	Occupational Therapy	See attached fee list
Terri Greenfield D.P.T.	175 Cove Road Oyster Bay, NY 11771	Physical Therapy	\$150/hour \$250.00 -45 minutes Initial Evaluation
Pro Performance Physical Therapy and Wellness PLLC	70 Glen Street, suite 380 Glen Cove, NY 11542	Physical Therapy	\$120/hour \$200.00 initial evaluation
DR. Richard Navon	271 Jericho Tpke. Floral Park, NY 11001	Psychiatric Evaluation and Report	\$1,200.00 Evaluation and report
George Wurzer LCSW	67 Bennett Avenue Huntington Station, NY 11746	Behavior Consultant	\$100/hour
Long Island Speech Pathology Services	71 Alexander Avenue Farmingdale, NY 11735	Speech Services	\$240.00 evaluation \$120.00/hour \$60.00 / 30 minutes
Jessica Pellettier	128 Kings Drive Riverhead, NY 11901	Nursing Services	\$32.00/hour
Dr. Tanya Linzalone	44 Kirkwood Drive Glen Cove, NY 11542	Assistive Technology Consultation	\$125.00/hour
Behavior Change Success Corp	4250 Sunrise Highway Suite 106 Massapequa, NY 11758	Bi –Lingual Parent Training Parent Training	\$100.00/hour Bi-Lingual \$95.00/hour
Extraordinary Pediatrics, PC	1 Expressway Plaza, Suite 106 Roslyn Heights, NY 11577	Related Services	See attached fee list
Greg Rosenn, M.D.	245 Newton Road Suite 300 Plainview, NY 11803	Neurological Consultation & Report	\$350 Consultation and report
Consulting That Makes A Difference, Inc.	1070 Middle Country Road Suite 7 Box 223 Selden, NY 11784	Education Consulting Services	See attached fee list
Jonathan Vega	27 East Walnut St. Central Islip, NY 11722	Nursing Services	\$32/hour

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**VII. Business Affairs**

**B. Operations**

**8. Bid Award – Deasy PA**

**RESOLVED**, on the recommendation of the Superintendent of Schools, the Board of Education awards Symbrant Technologies the bid for the Deasy Elementary School Public Address System Replacement as per the attached.

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**VII. Business Affairs**

**B. Operations**

**9. Bid Award – Paper and Plastic**

**RESOLVED**, on the recommendation of the Superintendent of Schools, the Board of Education awards the districtwide 2020 – 2021 paper and plastic bid opened on Friday, May 18, 2020 to the following vendors:

- **American Paper & Supply Co.:**

*Paper Products:*

Item # 1: Atlas Green Heritage- 2-Ply Jumbo 12” Toilet Tissue; 6 Rolls/Case-#062

Item # 3: Premium Hand Wound Paper Towels 8” x 350 White-12 Rolls/Case-#25053

- **Central Poly Corp.:**

*Paper Products:*

Item # 2: Atlas Green Heritage Single Roll 2-Ply Toilet Paper-#235

Item # 4: Facial Tissues- 2-Ply 100 Tissues/Box-30/Case-#2930

- **Central Poly Corp.:**

*Plastic Products:*

Item # 1: Black 4 mil 22 x 16 x 60 Plastic Bags 100/Case

Item # 2: Clear 3 mil 23 x 17 x 48 Plastic Bags 100/Case

Item # 3: Clear 33 x 40H Plastic Bags 500/Case Rolled

Item # 4: Clear 24 x 33 Plastic Bags 1000/Case

- **Not Awarded:**

*Paper Products:*

Item # 5: Kimberly-Clark Lev-R-Matic Roll Towel Dispenser-09765

Item # 6: Kimberly-Clark JRT Bathroom Tissue Dispenser- 09551

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**VII. Business Affairs**

**B. Operations**

**10. Donation**

**RESOLVED**, on the recommendation of the Superintendent of Schools, the Board of Education accepts a donation from Cornell CALS in the amount of \$1,025.00 as outlined in the attached letter.

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**VII. Business Affairs**

**B. Operations**

**11. Appointment of Inspectors of Election**

**BE IT RESOLVED** that the following named qualified voters of the City School District of Glen Cove, New York, are hereby appointed as Inspectors of Election for the School District Budget and Trustee Election to be held on June 9, 2020, with an extension date of June 16, 2020 per Governor Cuomo's Extension Executive Order 202.39.

**SCHOOL ELECTION DISTRICT A, B, C, D – High School, Back Gym**

Deborah Cantor	34 Pearsall Ave., Glen Cove	Inspector
Donna Pascarelli	10 First Street, Glen Cove	Inspector
Jeanna Ranieri	3 Prestwick Terrace, Glen Cove	Inspector
Theresa Molesky	6 Central Ave., Glen Cove	Inspector
Karen Ayala	23 Valentine Street, Glen Cove	Inspector
Donna Van Allen	25 Cleveland Place, Glen Cove	Inspector
Maria Salamone	15 Edwards Lane, Glen Cove	Inspector
Anne Capobianco	7A Laurie Place, Glen Cove	Inspector

**BE IT FURTHER RESOLVED** that each Inspector of Election shall be entitled to compensation at the rate of thirteen dollars (\$13) per hour or whatever the minimum wage rate.

**SUBJECT: DATA PRIVACY AND SECURITY**

I. Purpose

This policy addresses Glen Cove City School District's (the district or GCCSD) responsibility to adopt appropriate administrative, technical and physical safeguards and controls to protect and maintain the confidentiality, integrity and availability of its data, data systems and information technology resources.

II. Policy Statement

It is the responsibility of GCCSD:

- (1) to comply with legal and regulatory requirements governing the collection, retention, dissemination, protection, and destruction of information;
- (2) to maintain a comprehensive Data Privacy and Security Program designed to satisfy its statutory and regulatory obligations, enable and assure core services, and fully support the Department's mission;
- (3) to protect personally identifiable information, and sensitive and confidential information from unauthorized use or disclosure;
- (4) to address the adherence of its vendors with federal, state and district requirements in its vendor agreements;
- (5) to train its users to share a measure of responsibility for protecting the district's data and data systems;
- (6) to identify its required data security and privacy responsibilities and goals, integrate them into relevant processes, and commit the appropriate resources towards the implementation of such goals; and
- (7) to communicate its required data security and privacy responsibilities and goals and the consequences of non-compliance, to its users.

III. Standard

GCCSD will utilize the National Institute of Standards and Technology's Cybersecurity Framework v 1.1 (NIST CSF or Framework) as the standard for its Data Privacy and Security Program.

#### IV. Scope

The policy applies to GCCSD employees, and also to independent contractors, interns, volunteers (" Users") and third-party contractors who receive or have access to GCCSD's data and/or data systems.

This policy encompasses all systems, automated and manual, including systems managed or hosted by third parties on behalf of the educational agency and it addresses all information, regardless of the form or format, which is created or used in support of the activities of an educational agency

This policy shall be published on the GCCSD website and notice of its existence shall be provided to all employees and Users.

#### V. Compliance

The district-appointed Data Protection Officer is responsible for the compliance of district programs and offices with this policy, related policies, and their applicable standards, guidelines and procedures. Instances of non-compliance will be addressed on a case-by-case basis. All cases will be documented, and program offices will be directed to adopt corrective practices, as applicable.

#### VI. Oversight

The Data Protection Officer or the Coordinator of Instructional Technology shall annually report to the Board of Education on data privacy and security activities and progress, the number and disposition of reported breaches, if any, and a summary of any complaint submitted pursuant to Education Law §2-d.

#### VII. Data Privacy

- (1) Laws such as the Family Educational Rights Privacy Act (FERPA), NYS Education Law §2-d and other state or federal laws establish baseline parameters for what is permissible when sharing student PII.
- (2) Data protected by law must only be used in accordance with law and regulation and SED policies to ensure it is protected from unauthorized use and/or disclosure.



- (3) GCCSD has established a Data Governance Team to manage its use of data protected by law. The Data Protection Officer and the Data Governance Team will, together with program offices, determine whether a proposed use of personally identifiable information would benefit students and educational agencies, and to ensure that personally identifiable information is not included in public reports or other public documents, or otherwise publicly disclosed;
- (4) No student data shall be shared with third parties without a written agreement that complies with state and federal laws and regulations. No student data will be provided to third parties unless it is permitted by state and federal laws and regulations. Third-party contracts must include provisions required by state and federal laws and regulations.
- (5) The identity of all individuals requesting personally identifiable information, even where they claim to be a parent or eligible student or the data subject, must be authenticated in accordance with GCCSD procedures.
- (6) It is GCCSD's policy to provide all protections afforded to parents and persons in parental relationships, or students where applicable, required under the Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act, and the federal regulations implementing such statutes. Therefore, the district shall ensure that its contracts require that the confidentiality of student data or teacher or principal APPR data be maintained in accordance with federal and state law and this policy.
- (7) Contracts with third parties that will receive or have access to personally identifiable information must include a Data Privacy and Security Plan that outlines how the contractor will ensure the confidentiality of data is maintained in accordance with state and federal laws and regulations and this policy.

#### **VIII. Incident Response and Notification**

The district will respond to data privacy and security critical incidents in accordance with its Breach of Unauthorized Release of Information Procedures. All breaches of data and/or data systems must be reported to the Data Protection Officer, and the Coordinator of Instructional Technology. All breaches of personally identifiable information or sensitive/confidential data must be reported to the Data Protection Office and the Coordinator of Instructional Technology. For purposes of this policy, a breach means the unauthorized acquisition, access, use, or disclosure of student, teacher or principal PII as defined by Education law §2-d, or any SED sensitive or confidential data or a data system that stores that data, by or to a person not authorized to acquire, access, use, or receive the data.

State and federal laws require that affected individuals must be notified when there has been a breach or unauthorized disclosure of personally identifiable information. Upon receiving a report of a breach or unauthorized disclosure, the Data Protection Officer, Coordinator of Instructional Technology, Counsel and other subject matter experts will determine whether notification of affected individuals is required, and where required, effect notification in the most expedient way possible and without unreasonable delay.

IX. Acceptable Use Policy, Password Policy and other Related Department Policies and Procedures

- (1) Users must comply with the Acceptable Use Policy in using Department resources. Access privileges will be granted in accordance with the user's job responsibilities and will be limited only to those necessary to accomplish assigned tasks in accordance with State Entity missions and business functions (i.e., least privilege). Accounts will be removed, and access will be denied for all those who have left the agency or moved to another department.
- (2) Users must comply with the Password Policy.
- (3) All remote connections must be made through managed points-of-entry in accordance with the Remote Access Procedures.

X. Training

All users of department data, data systems and data assets must annually complete the information security and privacy training offered by the department. Information security and privacy training will be made available to all users. Employees must complete the training annually.