

**LONG BEACH PUBLIC SCHOOLS**  
**Long Beach, NY**

December 12, 2023

Ladies and Gentlemen:

The Long Beach Board of Education is the authorized State agency responsible for setting educational policy in the district. It consists of five trustees, each serving a three-year term. Board members pay school taxes at the regular rate and receive no salary or other financial compensation.

All meetings, except executive sessions, are held before the public. Members of the public may address the Board of Education on any specific agenda item during special time reserved for that purpose prior to Board discussion and action. The public may also address the Board of Education on any matter of concern at a second public session after the Board of Education completes agenda action items. Visitors should not address the Board in public relative to questions or comments regarding specific staff members or specific students. Such concerns should be brought to the attention of appropriate staff or to Board members by telephone, in writing, or by scheduling a personal meeting, as appropriate to the circumstances.

Visitors' comments will be limited to three (3) minutes for each agenda item upon which comment is made. Visitors are precluded from speaking on any agenda item more than once during each meeting.

Sincerely,

Your Board of Education

**BOARD OF EDUCATION  
LONG BEACH PUBLIC SCHOOLS  
Lido Elementary School Multipurpose Room  
Tuesday, December 12, 2023**

**AGENDA**

**REGULAR MEETING**

**7:00 PM**

- I. Pledge of Allegiance/Call to Order/Opening Remarks – Board President
- II. Report of the Superintendent of Schools
  - *Presentation: Capital Projects*
  - *Student Showcase: Odyssey of the Mind Recognition*

**OM Coaches: Jennifer Donovan Douglas MacConnell Andie Techera**

**Elementary Schools**

**NYS Champs / 7<sup>th</sup> in Worlds**

David Cory  
Mavis Fox  
Palmer Gallo  
Jett Michel  
Ledger Nafte  
Matthew Ragona  
Aiden Sherred

**2<sup>nd</sup> in NYS/ 24<sup>th</sup> in Worlds**

Abe Jackowitz  
Mia Kupchik  
Isla Lomitola  
Cody O’Connell  
Ella Pederson  
Kyveli Pefani DeLaRosa  
Zoey Pinto

**3<sup>rd</sup> in States/ 14<sup>th</sup> in Worlds**

Savana Bardales  
Henry Chambers  
Camila Coad  
Brendan Salem  
Allison Salem  
Quinn Siegel

**Middle School**

**2<sup>nd</sup> in NY State / 5<sup>th</sup> in Worlds**

Maven Aull  
Arlo Fox  
Stella Gonzalez  
Patrick Maguire  
Camila Ramon  
Callie Spitz  
Jackson Spitz

**1<sup>st</sup> in NY State / 2<sup>nd</sup> in Worlds**

Sydney Bergstein  
Kate Ragona  
Leia Sacks  
Jordan Soriano  
Mia Techera  
Aaliyah Trichter  
Kasper Yanowitch

**1<sup>st</sup> in Regionals**

Jolynne Baker Gonzalez  
Hudson Christine  
Maya Cohen  
Charlotte DePalma  
Octavio (Fernando ) Dorán  
Shayna Tozer  
Anaya Crystal  
Sofia Crystal

- III. Board of Education Comments
- IV. Student Organization Announcements
- V. Questions and Comments from the Public on Tonight’s Agenda Only
- VI. Treasurer’s Report for October 2023

- VII. Approval of Minutes for Executive Session and Regular Meeting of November, 14 2023, Executive Session of November 15, 2023 and Executive Session of November 28, 2023
  
- VIII. Presentations of the Superintendent:
  - 1. Personnel Matters: Certificated
  - 2. Personnel Matters: Non-Certificated
  - 3. Approval of Agreement – Teacher’s College
  - 4. Approval of Agreement – Transportation
  - 5. Adoption of Policy #6124 Workplace Violence Prevention
  - 6. First Reading of Amended Policy 8450 Homebound Instruction
  - 7. Second Reading of Amended Policy #8230 School Counseling/Guidance Programs
  - 8. Acceptance of Recommendations of CPSE/CSE
  - 9. Payment of Legal Bills: Legal Services
  - 10. Approval of Use of Schools Applications
  
- IX. Board of Education – Additional New/Old Business if any
  
- X. Questions and Comments from the Public
  
- XI. Announcements:
  - 1. Long Beach Classroom Teachers’ Association
  - 2. Administrative, Supervisory and PPS Group
  - 3. LBSEA -Long Beach Schools Employees’ Association – Group C
  - 4. Parent/Teacher Association
  
- XII. Adjournment

## RESOLUTIONS

**BE IT RESOLVED THAT**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following personnel actions.

### I. CERTIFICATED PERSONNEL

#### (a) Termination

Name: Beverly Hasberry  
Assign./Loc. Part Time Teacher Assistant/LBMS  
Effective Date: November 21, 2023 close of day

#### (b) Resignations

Name: Morgan Sapolsky  
Assign./Loc. Part Time Teacher Assistant/Lindell School  
Effective Date: November 27, 2023

Name: Alisa Gore  
Assign./Loc. Elementary Teacher/East School  
Effective Date: January 3, 2024

#### (c) Leaves of Absence

Name: Bennett Collier  
Assign./Loc. Special Education Pre K Teacher/Lido School  
Effective Dates: January 17, 2024-February 16, 2024  
Reason: FMLA/Medical

Name: Thomas Gaynor  
Assign./Loc. Special Education Teacher/LBHS  
Effective Dates: December 21, 2023-January 24, 2024  
Reason: FMLA

Name: Thomas Farrell  
Assign./Loc. Part Time Teacher Assistant/LBMS  
Effective Dates: December 11, 2023-June 30, 2024 (or earlier at the district's discretion)  
Reason: Personal

**I. CERTIFICATED PERSONNEL**

**(d) Amended Leaves of Absence**

Name: Mary Radin  
Assign./Loc. Full Time Teacher Assistant/Lindell School  
Effective Dates: January 25, 2024-March 27, 2024  
Original Dates: January 29, 2024-April 3, 2024  
Reason: Educational

Name: Samantha Silverman  
Assign./Loc. English Teacher/LBHS  
Effective Dates: October 19, 2023-January 2, 2024  
Original Dates: October 19, 2023-November 20, 2023  
Reason: Medical/FMLA

Name: Rebecca Wesselhoft  
Assign./Loc. Elementary Teacher/East School  
Effective Dates: September 1, 2023-June 30, 2024  
Original Dates: September 1, 2023-January 26, 2024  
Reason: Maternity/FMLA

Name: Ellen Edelman  
Assign./Loc. Part Time Teacher Assistant/LBHS  
Effective Dates: January 8, 2024-June 30, 2024  
Original Dates: September 5, 2023-December 31, 2023  
Reason: Medical

Name: Kirstyn Pappas  
Assign./Loc. Guidance Counselor/Lido School  
Effective Dates: October 27, 2023-June 30, 2024  
Original Dates: October 27, 2023-February 1, 2024  
Reason: Maternity

**(e) Appointment: Probationary Elementary Teacher**

Name: Danielle Kaplowitz\*  
Assign./Loc: Probationary Elementary Teacher/Lindell School  
Certification: Initial Students with Disabilities B-2  
Initial Early Childhood Education B-2  
Effective Date: January 29, 2024  
End Date: August 31, 2027\*\*  
Tenure Date: September 1, 2027  
Tenure Area: Elementary  
Salary Classification: MA+20/Step 2 (\$77, 724 per annum)  
Reason: To fill a vacancy

\*This individual must receive three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of his or her probationary appointment to be granted or considered for tenure.

\*\*Credit for time served as a Regular Substitute

**I. CERTIFICATED PERSONNEL**

**(f) Appointment: Regular Substitute Guidance Counselor**

Name: Rachel Samlin  
 Assign./Loc: Regular Substitute School Counselor/Lido School  
 Certification: Provisional School Counselor  
 Effective Dates: October 24, 2023-June 30, 2024 (or earlier at the district's discretion)  
 Tenure Area: School Counselor  
 Salary Classification: MA/Step 1 (\$72,177 per annum) prorated  
 Reason: To fill a vacancy

**(g) Appointment: Permanent Substitute Teacher**

Name: Wilbur Thorsen  
 Assign./Loc.: Permanent Substitute Teacher/LBHS  
 Certification: Initial Students with Disabilities All Grades  
 Initial Childhood Education 1-6  
 Effective Dates: December 13, 2023-June 13, 2024 (or earlier at the district's discretion)  
 Rate of Pay: \$241.02 per day  
 Reason: To fill a vacancy

**(h) Amended Appointment: The following Short Term Substitute Teacher is recommended for approval for the dates below. \$241.02 per day**

<u>Name</u>	<u>Dates</u>
Wilbur Thorsen <i>*amended start date</i>	September 28, 2023*-December 12, 2024

**(i) Appointment: The following Per Diem Substitute Teacher is recommended for approval for the dates below. \$241.02 per day**

<u>Name</u>	<u>Dates</u>
Eric Finneran <i>(or earlier at the district's discretion)</i>	December 13, 2023-June 24, 2024

**(j) Appointment Part Time Pre K Teacher Assistants-Afternoon Shift 25 hours per week Start Date-through June 26, 2024 (or earlier at the district's discretion). Rate according to contract**

Name	Step	Rate	Location	Reason	Shift	Start Date
Hayley Shapiro <i>*Resigns as teacher aide</i>	1	\$18.81	West	Pre K	pm	11/27/23

**I. CERTIFICATED PERSONNEL**

- (k) **Appointment Part Time Teacher Assistant-17.5 hours per week Start date -through June 26, 2024 (or earlier at the district's discretion). Rate according to contract**

Name	Step	Rate	Location	Reason	Shift	Start Date
Danielle Callahan	1	\$18.81	West	Program	pm	12/13/23

- (l) **Appointment: Enrichment Program Instructors for Session 1of the 2023/2024 School Year-rate of pay \$79.67 per hour-per class-November 14, 2023-February 8, 2023-American Rescue Plan Federal Grant-Total District Hours 1118.**

TEACHERS	ENRICHMENTS	SCHOOL
Elleen Parks	Substitute-as needed	West
Tara Kelly	Substitute-as needed	West
Gabrielle Tomicick	Substitute-as needed	West

- (m) **Appointment: Advisors for Club Activities for the 2023-2024 School Year**

Club Activity	Name	Rate	School
Odyssey of the Mind	D. MacConnell/J. Donovan	\$3,297 each	LBMS
Odyssey of the Mind	D. MacConnell/Milkan Melo Olivera	\$59.97 per hour-each-max 80 hours for regular season	Elementary

- (n) **Appointment: Homebound Instructor for the 2023/2024 school year-Rate of Pay: \$59.97 per hour-individual/\$79.67 per hour-group**

Julie Hall Muirhead

- (o) **The following personnel is recommended to be employed in the New York State Education Department's funded Adult Education Programs and GED Program dependent upon funding, funding requirements, and satisfactory performance for the 2023-2024 school year.**

**CERTIFICATED  
SUPPORT STAFF/OPERATIONAL SERVICES**

Name	Pay code	Rate per hour	Max hours	Total	Start Date
Kristen Hanna	SC-5	34.96	1,700	59,432	12/1/23

**II. NON CERTIFICATED PERSONNEL**

**(a) Resignations**

Name: Shatiqwa Hudson  
Assign./Loc. Bus Driver/Transportation Department  
Effective Date: November 20, 2023

Name: Jaysha Teemer  
Assign./Loc. Part Time Teacher Aide/LBMS  
Effective Date: November 22, 2023 close of day

Name: Colleen Leavy  
Assign./Loc. Part Time Lunch Aide/Lido School  
Effective Date: November 22, 2023 close of day

Name: Ayrielle Pitts  
Assign./Loc. Part Time Teacher Aide/LBHS  
Effective Date: December 1, 2023 close of day

Name: Alison Rochford  
Assign./Loc. Part Time Teacher Aide/LBHS  
Effective Date: December 22, 2023 close of day

**(b) Amended Leaves of Absence**

Name: Lorraine Riglietti  
Assign./Loc. Part Time Food Service Worker/Lido School  
Effective Date: November 30, 2023-January 3, 2024  
Original Dates: November 30, 2023-December 18, 2023  
Reason: Medical

Name: Tasha Phillips  
Assign./Loc. Part Time Teacher Aide/East School  
Effective Date: November 1, 2023-January 3, 2024  
Original Dates: November 1, 2023-December 1, 2023  
Reason: Family Illness

**(c) Appointment: Provisional Assistant Business Manager**

Name: Brian Oper  
Assign./Loc.: Provisional Assistant Business Manager/Business Office  
Effective Date: November 16, 2023  
Salary Classification: \$135,000 per annum  
Reason: To fill a vacancy

**II. NON CERTIFICATED PERSONNEL**

**(d) Appointment: Provisional Confidential Sr. Data Specialist (12 months)**

Name: Melissa Frank  
Assign./Loc.: Provisional Confidential Sr. Data Specialist/Human Resources  
Effective Date: December 13, 2023  
Salary Classification: \$47,921 per annum  
Step: Grade IV/Step 8  
Reason: To fill a vacancy  
Comment: Takes a leave of absence from Secretary I Position

**(e) Appointment: Probationary Personnel Clerk (12 months)**

Name: AnnMarie Creighton  
Assign./Loc.: Probationary Personnel Clerk/Human Resources  
Effective Date: December 13, 2023  
Probationary End Date: December 12, 2024  
Salary Classification: \$43,338 per annum-prorated  
Step: Grade IV/Step 5  
Reason: To fill a vacancy

**(f) Appointment: Probationary Sr. Data Specialist (10 months)**

Name: Jane Ryan  
Assign./Loc.: Probationary Sr. Data Specialist/LBHS  
Effective Date: December 11, 2023  
Probationary End Date: June 10, 2023  
Salary Classification: \$38,670 per annum-prorated  
Step: Grade IV/Step 7  
Reason: To fill a vacancy

**(g) Appointment: Part Time Lunch Aides (15 hours per week)**

Name: Norma Canas  
Assign./Loc.: Part Time Lunch Aide/East School  
Effective Date: October 18, 2023  
Salary Classification: \$20.07 per hour  
Grade/Step: Grade I/Step 4  
Reason: To fill a vacancy

**II. NON CERTIFICATED PERSONNEL**

**(h) Appointment: Part Time Bus Aides (18.75 hours per week)**

Name: Oscar Melendez  
 Assign./Loc.: Part Time Bus Aide/Transportation Department  
 Effective Date: December 13, 2023  
 Salary Classification: \$17.58 per hour  
 Grade/Step: Grade I/Step 1  
 Reason: To meet a district need

Name: Harry Gosdon  
 Assign./Loc.: Part Time Bus Aide/Transportation Department  
 Effective Date: December 13, 2023  
 Salary Classification: \$17.58 per hour  
 Grade/Step: Grade I/Step 1  
 Reason: To meet a district need

**(i) Appointment Part Time Teacher Aides 17.5 hours per week Start date-through June 26, 2024 (or earlier at the district’s discretion). Rate according to contract**

Name	Step	Rate	Location	Reason	Start date
Yuni Mejia	1	17.58	LBHS	CSE	12/15/23

**(j) The following personnel are recommended to be employed in the New York State Education Department’s funded Adult Education Programs and GED Program dependent upon funding, funding requirements, and satisfactory performance for the 2023-2024 school year.**

**NON-CERTIFICATED  
SUPPORT STAFF-OPERATIONAL SERVICES**

Name	Pay code	Rate per hour	Max hours	Total	Start Date
Karen Litt	S-6	37.88	132	5,000	1/2/24

**II. NON CERTIFICATED PERSONNEL**

**(k) Completion of Probationary Appointments**

The staff member listed below has completed his probationary appointment and has received a satisfactory evaluation and is hereby recommended for permanent appointment.

Name:	Carl Pichichero
Assign./Loc.:	Head Custodian/East School
Effective Date:	December 18, 2023

**(l) The following Per Diem Substitutes are recommended for approval for the 2023-2024 school year.**

<b>Name</b>	<b>Position</b>
Rachel Braunhut	Teacher Aide/Lunch Aide

**3. APPROVAL OF AGREEMENT WITH TEACHERS COLLEGE**

**WHEREAS**, the Long Beach City School District ("District") desires to enter into an agreement with Teachers College Reading and Writing Project Network to provide professional development virtually and on-site for elementary teachers and administrators the 2023-2024 school year;

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement with Teachers College Reading and Writing Project Network in the amount of \$87,500 for professional development for the 2023-2024 school year;

**BE IT FURTHER RESOLVED**, that the Board of Education hereby authorizes the District Assistant Superintendent for Finance and Operations to execute said agreement with Reading and Writing Project Network on its behalf.

**4. APPROVAL OF AGREEMENT WITH BOCES FOR TRANSPORTATION SERVICES**

**BE IT RESOLVED**, the Board of Education hereby approves a transportation contract dated June 22, 2023 with Nassau BOCES in connection with Nassau BOCES programs in the total sum of \$570,830, and authorizes the President of the Board of Education to execute the contract on behalf of the District.

**5. ADOPTION OF POLICY #6124 WORKPLACE VIOLENCE PREVENTION**

**WHEREAS**, it is customary practice of the Board of Education to have three readings of a policy prior to its adoption; and

**WHEREAS**, the Board wishes to adopt a policy recommended by the Policy Committee, to wit, Workplace Violence Prevention, on an expedited basis so that such policy shall be effective immediately;

**THEREFORE, BE IT RESOLVED**, that the Board of Education hereby waives the Board's customary practice of three readings prior to the adoption of policies, and adopts the Workplace Violence Prevention policy, incorporated by reference in the minutes of this meeting, after discussion at one Board meeting.

**6. FIRST READING OF AMENDED POLICY #8450 HOMEBOUND INSTRUCTION**

**7. SECOND READING OF AMENDED POLICY #8230 SCHOOL COUNSELING/GUIDANCE PROGRAMS**

**8. ACCEPTANCE OF RECOMMENDATIONS FROM THE COMMITTEE ON PRE-SCHOOL SPECIAL EDUCATION AND COMMITTEE ON SPECIAL EDUCATION**

**9. PAYMENT OF LEGAL BILLS: LEGAL SERVICES**

**A) VOLZ & VIGLIOTTA, PLLC**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes expenditures in the amount of \$5,000.00 to Volz & Vigliotta, PLLC for the monthly retainer for general counsel legal services for the period of January 1, 2024 through January 30, 2024; \$2,012.50 for general legal professional services for the period of October 3, 2023 through October 31, 2023; \$1,078.00 for general legal professional services for the period of November 8, 2023 through November 29, 2023; \$3,583.33 for the monthly retainer for labor counsel legal services for the period of January 1, 2024 through January 30, 2024; and \$1,290.00 for labor counsel services for the period of October 1, 2023 through October 16, 2023.

10. APPROVAL OF USE OF SCHOOLS APPLICATIONS

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the use of schools as attached, not to conflict with District events. However, please note that events may have to be modified and/or rescheduled based on building schedule.

**APPLICATIONS FOR USE OF SCHOOLS**

<u>Organization</u>	<u>Purpose</u>	<u>Facility Requested</u>	<u>Dates Requested</u>
O'Neill Theatre Co.	Rehearsals and Performances	High School Auditorium	Weekdays Jan. 8 - Jan. 27, 2024 6:00pm – 9:00pm Saturdays 12:00pm – 9:00pm Sundays 4:00pm – 8:00pm
Island Beach Girl Scouts	Girl Scout Rally	Long Beach Middle School Large Cafeteria	Friday April 12, 2024 5:00pm – 9:00pm
City of Long Beach	Youth Family Services Daytrippers Camp	Long Beach Middle School Auditorium, Gym, Veterans Field, Baseball Field, Softball Field, Tennis Courts, Soccer/Lacrosse Field, Track	Mon. – Fri. July 1, 2024 – Aug. 23, 2024 7:00am – 4:00pm
CYO Basketball	Basketball Practice and Games	East Elementary School Gymnasium	Mondays Dec. 4, 2023 - Feb. 26, 2024 6:00pm – 9:30pm
Long Island Swimming	Swim Practice	Long Beach High School Pool	Mon. – Fri. Dec. 4, 2023-Dec. 23, 2023 6:45pm – 8:45pm Saturdays 11:00am – 2:30pm
Bach Synagogue	Hanukkah Concert	Lindell Auditorium	Saturday December 9, 2023 5:30pm – 11:30pm

**SUBJECT: WORKPLACE VIOLENCE PREVENTION**

Long Beach City School District is committed to the safety and security of our employees. Workplace violence presents a serious Occupational Safety hazard to our agency and staff.

Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any the duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with the person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear or material harm to the visible safety and health of such employee when such stocking has arisen through and in the course of employment.

Acts of violence against any of our employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities unwarranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as visitors; following all policies, procedures and practices; and assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of New York State Labor Law Art. §27-b and highlight some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law includes a workplace evaluation that is designed to identify the risks of workplace violence to which our employees could be exposed. Authorized employee representatives will, at a minimum, be involved in:

- evaluating the physical environment;
- developing the Workplace Violence Prevention Program; and
- reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

(Continued)

Personnel

**SUBJECT: WORKPLACE VIOLENCE PREVENTION (Cont'd.)****Designated District Contact Personnel:**Civil Rights Compliance Officers

Dr. Sabrina Brancaccio or  
 Dr. Michele Natali  
 Long Beach City School District  
 235 Lido Blvd.  
 Lido Beach, NY 11561  
 sbrancaccio@lbeach.org  
 mnatali@lbeach.org  
 516-897-2200 or 516-897-2112

Title IX Coordinators

Michael I. DeVito, Esq. or  
 Dr. Michel Natali  
 Long Beach City School District  
 235 Lido Blvd.  
 Lido Beach, NY 11561  
 mdevito@lbeach.org  
 mnatali@lbeach.org  
 516-897-2090 or 516-897-2112

**Record Keeping & Reporting Requirements:**

The District shall comply with all requirements for recording and reporting incidents of workplace violence (New York State Labor Law, Section "27-a" & NYCRR Part 801, Recording and Reporting Public Employees' Occupational Injuries and Illnesses). The District will maintain accurate records regarding all workplace violence incidents. All workplace violence incident forms will be kept according to the applicable retention and disposition schedules.

1. The first person becoming aware of threats of workplace violence or suspicious behavior will immediately report this information to your supervisor, Civil Rights or Title IX Compliance Officer, and/or security staff utilizing a written form which may be found on the district website.
2. The supervisor, Civil Rights or Title IX Compliance Officer, or security staff will approach the person exhibiting threatening or potentially threatening behavior and engage in appropriate questioning of such person. Employees reporting any behavior must give the District a reasonable opportunity to correct such activity, policy, or practice.
3. If determined reasonably necessary, the supervisor, Civil Rights or Title IX Compliance Officer, and/or security staff will confirm the identity of such person and his/her intentions; and if warranted, by reason of the severity of the risk, determine whether such person should be escorted from the building or to summon law enforcement authorities
4. If, after providing the District a reasonable opportunity to resolve the situation set forth in the Workplace Violence Incident Report, the employee believes that a violation of the District's program still exists or that there continues to be a workplace violence imminent danger, the employee may contact the Commissioner of Labor at the NYS Department of Labor to request an inspection. Such request must be in writing, be signed by the employee or the employee's authorized representative, and include specific information

(Continued)

## Personnel

**SUBJECT: WORKPLACE VIOLENCE PREVENTION (Cont'd.)**

as to the alleged violation or imminent danger. The Commissioner of Labor will provide a copy of the employee's notice to the District no later than the time of inspection. The

5. employee may request that his or her name, the names of individual employees, and/or the authorized employee representative's name be withheld from the District.
6. A representative of the District and an authorized employee representative shall be given the opportunity to accompany the Commissioner during an inspection for the purpose of aiding an inspection. If there is no authorized employee representative, the Commissioner shall consult with a reasonable number of employees concerning matters of safety in the workplace. The Commissioner has the authority to inspect any other areas of the District premises in which they have reason to believe a serious violation of Labor Law §27-b exists. The Commissioner may, on their own initiative, conduct an inspection of the premises if they have reason to believe that a violation of §27-b has occurred.

**An employee is not required to provide written notice to their supervisor, Civil Rights or Title IX Compliance Officer if a workplace violence imminent danger exists to the safety of a specific employee or to the general health of a specific person and the employee reasonably believes in good faith that reporting this information would not result in corrective action.**

The District shall not take any retaliatory action against any employee because they make reports of workplace violence; request an inspection by the Commissioner of the premises; or accompany the Commissioner during an inspection. Employees or District Contractors, with knowledge is responsible for immediately reporting any workplace violence incident that may be of criminal or domestic violence nature to the City of Long Beach or Nassau County Police Department. If a pattern of workplace violence incidents involving criminal conduct or serious injury develops, the District will work with the District Attorney and/or the City of Long Beach or Nassau County Police Department to develop a protocol to ensure that any future violent crimes occurring in the workplace are promptly investigated and appropriately prosecuted.

If an employee chooses to file a criminal complaint, the employee must contact the District Attorney and/or the City of Long Beach or Nassau County Police Department. The District will not infringe upon the right of an employee to pursue or file a criminal complaint.

**City of Long Beach Police Department: Call 911 (Non-emergency: 516-431-1800)**

**Nassau County Police Department Call 911 (Non-emergency- 4<sup>th</sup> Precinct: 516-573-6400)**

**Nassau County District Attorney's Office 516-571-3505**

Adopted: December 12, 2023

## Instruction

**SUBJECT: HOME, HOSPITAL, OR INSTITUTIONAL INSTRUCTION (HOMEBOUND INSTRUCTION)****Overview**

Home, hospital, or institutional instruction (sometimes referred to as homebound instruction) is an educational service provided by districts to resident students enrolled in a public or nonpublic school who are unable to attend school in person for at least ten days during a three-month period due to illness or injury which requires the student to remain at home or in a hospital or other institution for the treatment of children, other than a school.

The District will provide home, hospital, or institutional instruction to all resident students enrolled in a public or nonpublic school from kindergarten to age 21 when, due to a temporary or chronic physical, mental, or emotional illness or injury, as documented by the student's treating healthcare provider, the student is unable to participate in their usual education setting.

**Definitions**

"Instruction delivery plan" means a written plan to continue the student's academic progress and to maintain a record of delivery of instructional services and student progress.

"School district of residence" means the public school district within the State of New York where the students legally reside with their parents or guardians.

"Treating health care provider" means a person who is treating a student and is licensed or otherwise authorized to provide diagnosis pursuant to a profession enumerated in Title VIII of the Education Law.

"Tutor" means an employee of the school district of residence or an individual with whom the school district of residence contracts to provide home, hospital, or institutional instruction. The tutor must hold a New York State teaching certificate. A tutor may include a teacher employed by a board of cooperative educational services (BOCES) that contracts with the school district of residence to provide this instruction.

**Request for Home, Hospital, or Institutional Instruction**

To request home, hospital, or institutional instruction for a resident student, the parent or guardian must submit a request (General Education Homebound Educational Services: Parts I & II). The request/application requires written medical verification from the student's treating healthcare provider demonstrating the student's anticipated inability to attend school in person for at least ten (10) days during the next three months and written consent authorizing the Director of School Health Services or designee to contact the student's treating healthcare provider. Refusal to provide this written consent will result in a denial of the request for home, hospital or institutional instruction. The District reserves the right to request additional documentation at any time a student is on homebound instruction.

(Continued)

## Instruction

**SUBJECT: HOME, HOSPITAL, OR INSTITUTIONAL INSTRUCTION (HOMEBOUND INSTRUCTION) (Cont'd.)**

The request will be forwarded to the Director of School Health Services who will review the need for home, hospital, or institutional instruction and either approve or deny the request. During this review, the Director of School Health Services may contact the student's treating healthcare provider to obtain additional information necessary regarding the student's health or mental health. Within five (5) days after receipt of written medical verification from the student's treating healthcare provider, the District will notify the parent or guardian whether their request for home, hospital, or institutional instruction has been approved or denied.

Should a student need alternative instruction on an interim basis as decided by the CSE, disciplinary hearing or as mutually agreed upon between the parents and the district, the appropriate party will complete the request/application. Students with disabilities shall be provided instruction and appropriate related services as determined and documented by the committee on special education (CSE) in consideration of the student's unique needs. Instruction must be provided for at least the number of days and length of time as nondisabled peers.

Appeals

Parents and guardians may appeal the denial of home, hospital, or institutional instruction to the District's Board of Education within ten (10) school days of receiving the decision. Home, hospital, or institutional instruction will be provided while an appeal is pending before the District's Board.

**Home, Hospital, or Institutional Instruction Requirements**

The District will provide home, hospital, or institutional instruction to a student within five (5) days after receiving notification of the student's medical condition or within five days from the request for home, hospital, or institutional instruction, whichever occurs first.

The District shall establish a written home, hospital or institutional instruction delivery plan to continue the student's academic progress, obtaining and considering input from the parent/guardian and the student as well, where appropriate.

The instruction plan shall be reviewed by the school district as needed, based upon changed conditions and/or needs of the student.

The instructional delivery plan shall maintain a record of delivery of instructional services and student progress. The instruction delivery plan shall include, but not be limited to:

(Continued)

## Instruction

**SUBJECT: HOME, HOSPITAL, OR INSTITUTIONAL INSTRUCTION (HOMEBOUND INSTRUCTION) (Cont'd.)**

1. Number of hours per week and hours per day that the student will receive instructional services;
2. The method by which, and by whom, instructional services will be delivered;
3. The location where instructional services will be provided. Instruction can take place at home, hospital, institution, remotely, at a public site such as the library or district facility;
4. An explanation of how the instructional services will enable the student to maintain academic progress.

If the instruction is provided in the student's home, a parent/guardian or adult over the age of 21 must be in the home during the instruction session. If the parent or guardian is unable to provide a proper chaperone, the instruction session can be canceled.

Instruction will be provided on days of student attendance in accordance with the school calendar.

The student shall receive instruction for the number of days and length of time necessary to continue to the student's academic progress, which includes at a minimum:

- A. At the elementary school level (K-6), 10 hours of instruction per week. To the extent possible, at least two hours of instruction shall be provided daily.
  - B. At the secondary school level (7-12), 15 hours of instruction per week. To the extent possible, at least three hours of instruction shall be provided daily.
- \* Students may receive less than the required amount of instruction per week if requested by their parent(s) or guardian(s) and supported by documentation submitted by their treating healthcare provider. In such cases it must be documented in the instruction delivery plan and reviewed regularly, but not less than once a month, to determine when the student's instructional hours may be increased.
- C. Unless the student is a graduating senior who needs credit for graduation, homebound instruction is not provided for elective courses.
  - D. All Physical Education is in the form of a project developed by the Athletic Department.
  - E. Instructional materials should be obtained from the public school in which the student is enrolled.
  - F. All students participating in homebound instruction are expected to adhere to the Code of Conduct.

(Continued)

## Instruction

**SUBJECT: HOME, HOSPITAL, OR INSTITUTIONAL INSTRUCTION (HOMEBOUND INSTRUCTION) (Cont'd.)**

The school district of residence shall maintain a record of the dates, amount and type of instructional services the student received including; the teacher's name, subjects taught and location where the instructional services were provided.

Prior to returning to school, the parent/guardian will submit a letter from their child's treating health care provider clearing the student for return to school. Should a student need to stay out longer than the original application indicated, an updated note from their treating health care provider will be required and submitted to the Director of School Health Services.

The form can be found at [http://lbeach.org/resources/family\\_resources](http://lbeach.org/resources/family_resources). Paper copies are available through the Main office of the school buildings.

Education Law Sections 1604(20), 1709(24), 3202  
8 NYCRR Sections 100.22, 175.21, and 200.6

NOTE: Refer also to Policy #7150 – Remote Instruction  
and [http://lbeach.org/resources/family\\_resources](http://lbeach.org/resources/family_resources)

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## Instruction

**SUBJECT: SCHOOL COUNSELING/GUIDANCE PROGRAMS**

The Board of Education believes that guidance is an integral plan of the total instructional program at all grade levels. Thus, teachers shall incorporate guidance activities into the curriculum to aid students in making informed and responsible decisions in all aspects of their lives and to provide students with a positive approach to problem solving.

Long Beach Public Schools has a comprehensive developmental school counseling/guidance program, for all students in kindergarten through grade 12.

1. For all grades kindergarten through twelve, district and building level comprehensive developmental school counseling/guidance programs shall prepare students to participate effectively in their current and future educational programs as age appropriate and be designed to address multiple student competencies including career/college readiness standards, and academic and social/emotional development standards. The comprehensive developmental school counseling/guidance program (“program”) shall include the following activities or services:
  - (a) In grades kindergarten through five, the program shall be designed by a certified school counselor in coordination with the teaching staff, and any appropriate pupil personnel service providers, for the purpose of preparing students to participate effectively in their current and future educational programs, to provide information related to college and careers, and to assist students who may exhibit challenges to academic success, including but not limited to attendance or behavioral concerns, and where appropriate make a referral to a properly licensed professional and/or certified pupil personnel service provider, as appropriate, for more targeted support.
  - (b) For students in grades six through twelve, certified school counselors shall provide an annual individual progress review plan, which shall reflect each student's educational progress and career plans. For a student with a disability, the plan shall be consistent with the student's individualized education program;
  - (c) School counseling/guidance core curriculum instruction for the purpose of addressing student competencies related to career/college readiness, academic skills, and social/emotional development by a certified school counselor(s).
  - (d) Other direct student services which may include, but need not be limited to, responsive services, crisis response, group counseling, individual counseling, appraisal, assessment, and advisement, for the purpose of enabling students to benefit from the curriculum, assisting students to develop and implement postsecondary education and career plans, assisting students who exhibit attendance, academic, behavioral or adjustment concerns and encouraging parental involvement. Provided that nothing herein shall prohibit certified or licensed school psychologists or certified or licensed school social workers pursuant to Part 80 of the Commissioner's regulations from providing other direct student services within their applicable scope of practice.

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- (e) Indirect student services which may include but need not be limited to, referrals to appropriately licensed or certified individuals, consultation, collaboration, leadership, advocacy, and teaming.
2. Long Beach School shall develop district-wide and building-level comprehensive developmental school counseling/guidance plans which set forth the manner in which the district shall comply with the requirements of this subdivision. Such district and building level plans shall be developed by or under the direction of certified school counselor(s) and be updated annually, available for review at the district offices and each school building and made available on the district's website.
- (a) Each plan shall be developed annually and shall include program objectives, activities, program development and maintenance planning, school counseling curriculum, professional development planning, evaluation methods based on data analysis of program results and closing the gap analysis reports to inform program improvement, and assessment of the resources necessary to support positive student outcomes.
- (b) Each plan shall also include the preparation of a program outcomes report that includes an analysis of all systematic components of a comprehensive developmental school counseling/guidance program as defined by this subdivision. Such report shall be annually presented to the board of education.
3. Long Beach Schools shall establish a comprehensive developmental school counseling/guidance program advisory council to be comprised of representative stakeholders (such as parents, members of the board of education, school building and/or district leaders, community-based service providers, teachers, certified school counselors and other pupil personnel service providers in the district including school social workers and/or school psychologists).

**OVERVIEW OF LONG BEACH  
SCHOOL COUNSELING GOALS**

**A: Guidance Goals for Grades K-6**

- Goal A1: Prepare students to participate effectively in their current and future educational programs.
- Goal A2: Help students who exhibit attendance, academic, behavioral or adjustment problems.
- Goal A3: Educate students concerning personal safety.
- Goal A4: Encourage parental involvement in their children's education.

**B: Guidance Goals for Grades 7-8**

- Goal B1: Review each child's educational progress and career plans annually.
- Goal B2: Teach students about various careers and help them to develop career planning skills.
- Goal B3: Provide assistance to enable students to benefit from the

## Instruction

curriculum, as well as the following:

- i. Develop and implement post-secondary education and career plans.
- ii. Help students who exhibit attendance, academic, behavioral, and/or adjustment problems.

Goal B4: Encourage parental involvement in the educational process.

**C: Guidance Goals for Grades 9-12**

Goal C1: Review each child's educational progress and career plans annually.

Goal C2: Teach students about various careers and help them to develop career planning skills.

Goal C3: Provide assistance to enable students to benefit from the curriculum, as well as the following:

- i. Develop and implement post-secondary education and career plans.
- ii. Help students who exhibit attendance, academic, behavioral, and/or adjustment problems.

Goal C4: Encourage parental involvement in the educational process.

Ref: 8NYCRR 100.2(j)

Note: Policy added

First Reading of Amended: November 14, 2023

Second Reading of Amended: December 12, 2023