

**MOUNT PLEASANT CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING – JANUARY 19, 2011**

**BOARD OF EDUCATION MEETING MINUTES
JANUARY 19, 2011**

PRESENT:

Francine Aloï, President
Theresa Fowler, Vice President
Laurie Donato
James Grieco
Christopher Pinchiaroli

ALSO PRESENT:

Dr. S. Guiney, Superintendent of Schools
M. B. Mancuso, District Clerk
L. Sanfilippo, Business Manager
D. Lander, Supt. of Bldgs & Grounds
N. Schimpf, Director of Special Education
and Student Services
Dr. M. E. Wilson, Director of
Curriculum and Instructional Services
K. Schenker, Principal WHS
B. Ferguson, Asst. Principal WHS
J. Schulman, Principal WMS
S. Conley, Asst. Principal WMS
M. Cunzio, Principal, CES
D. Pirro, Director of Physical Education, Health
and Athletics
Students
Faculty
Coaches
Residents

ABSENT:

Vincent D'Ambroso
Carol Ann O'Connor
E. Zai-Fiorello, Principal, HES

I. CALL TO ORDER: Ms. Aloï, President, convened the January 19, 2011 meeting of the Board of Education at approximately 8:04 pm and asked everyone to stand for a moment of silence and the Pledge of Allegiance.

II. ANNOUNCEMENTS/INFORMATION ITEMS

- WHS Student Council Ms. Nicole Ederer, President, Executive Board, extended best wishes for a happy new year. Ms. Ederer reported on the successful candy graham fundraiser and postponement of the Rhododendron Jewelry sale fundraiser. In addition, Ms. Ederer thanked all the students who were responsible for decorating the high school lobby with holiday decorations. The next Student Council meeting will be on January 20, 2011.
- WHS PTA: Ms. Mary Beth Ederer, Treasurer, wished everyone a happy new year. Ms. Ederer reported on the next upcoming fundraiser, which is called BFF Photo Fun where a professional photographer, for a nominal fee, will take informal photographs of students by appointment on February 10th and February 11th. Details regarding this fundraiser will be posted on the WHS web page. The next PTA meeting will be on February 15, 2011.
- WHS BLT: Mr. Keith Schenker, Principal, reported that due to snow, the BLT did not meet in January. The next BLT meeting will be on February 15, 2011 and on February 2, 2011 there will be a senior class meeting regarding the 'Senior Experience'.

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- WMS PTA: No report.
- WMS BLT: Mr. Jerry Schulman, Principal, reported that the BLT meeting was snowed out and the date of the next meeting will be posted on the website.
- Elementary PTA: Ms. Jenn DeFlorio, President, reported parent/child bowling was enjoyed by all. Ms. DeFlorio announced the following upcoming events: Mother/Son Mad Science Lunch at Applebees on February 5, 2011 and the Father & Daughter Dance. The next PTA meeting will be on Tuesday, January 25, 2010 with a discussion on bullying.
- Columbus BLT: Mr. Michael Cunzio, Principal, reported the BLT is in the process of reviewing the after school program. A survey has been sent out and the results will be tabulated regarding the continuation of the current service provider. Mr. Cunzio also reported the BLT discussed the development of the District's strategic plan, the submission of budgetary requests for next year and how to maximize teacher time at CES.
- Hawthorne BLT: No report as the meeting was canceled.
- SEPTA: Ms. Maria Jost, President, reported their next meeting on Tuesday, February 8, 2011, will focus on the ABC's of the new IEP presented by Ms. Nicole Schimpf, Director of Special Education. The resource fair will not be held on March 15th due to a scheduling conflict, however, there will be a lecture meeting on dyslexia. Ms. Jost also reported SEPTA will be offering teacher grants to those teachers who are members of SEPTA.
- Westlake Athletic Club: No report.

III. REPORTS

- President, Board of Education: Ms. Francine Aloï deferred her time to the Superintendent of Schools due to the celebrations on the agenda.
- Superintendent of Schools: Dr. Susan Guiney, explained the process for calling an emergency snow day or delayed opening. Dr. Guiney reported if a third snow emergency day is utilized, then March 18th becomes a regular day of instruction and if a fourth emergency snow day is used, then April 25th becomes a regular day of instruction. Dr. Guiney also explained the Call Alert System. This information will be posted on the website. Unfortunately, due to the weather many events were postponed or rescheduled. Please check the website for updates. Dr. Guiney acknowledged and congratulated 11th grade Westlake student, Joe Massaro, Italian and Spanish language student, the winner of the Metro New York AATSP poster contest. Upcoming events are mid-terms at the high school, the Colonial Fair at Columbus Elementary, the WMS musical, The Wiz and at Columbia Teachers College, a workshop on literacy for parents. Complimentary Tickets are available and please call the District Office or Dr. Wilson.
- Celebrations: Dr. Guiney invited Donna Pirro, Director of Physical Education, Health and Athletics, to the podium to announce the scholar athlete team awards for all Fall Varsity sports. Ms. Pirro explained the criteria and process to qualify for the prestigious Scholar athlete team award. Ms. Donna Pirro acknowledged the following teams and their coaches: Boys and Girls Cross Country – Sky

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Smith, Girls Tennis – Ed Robbins, Volleyball – Carmen Bates, Girls Swimming – Jane Robinson, Football – Rich Hennessey, Girls Soccer – Bob Bendlin and Boys Soccer – Nick Romeo. Ms. Donna Pirro also recognized the following Westlake High Students who were NYS Championship finalists: Tommy Higgins who represented Westlake for the first time in Cross Country and Elle Anastasiou who for the second time placed as a NYS swim finalist. Westlake was awarded two coach of the year awards: Coach Jane Robinson for girls swimming and Coach Rich Hennessey for football. Ms. Pirro explained cheerleading is not recognized as an official sport in NYS but is hopeful that will change. Ms. Pirro mentioned the WHS cheerleaders will be going to Orlando, Florida, as the team qualified to compete in national competition. Ms. Pirro thanked Dr. Guiney and the Board of Education for inviting the scholar athlete teams to the Board Meeting.

Ms. Aloï, on behalf of the Board of Education, congratulated all the athletes, coaches and Athletic Director.

IV. APPROVAL of MINUTES

Motion made by Ms. Fowler, seconded by Ms. Donato as follows:

BE IT RESOLVED: That the minutes of the December 15, 2010 monthly Board of Education meeting be approved.

VOTE: 5 – 0

V. OLD BUSINESS : None

VI. COMMENT ON NEW BUSINESS AGENDA ITEMS: None

VII. NEW BUSINESS – ACTION ITEMS

A) ACCEPTANCE – RESIGNATION

Motion made by Ms. Donato, seconded by Mr. Grieco as follows:

BE IT RESOLVED: That the Mount Pleasant Central School District Board of Education hereby accepts the resignation of:

John King, Permanent Substitute, Westlake Middle School
Effective: December 17, 2010

VOTE: 5 – 0

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B) APPROVAL – TREASURER’S REPORT

Motion made by Ms. Donato, seconded by Mr. Grieco as follows:

BE IT RESOLVED: That the Board of Education hereby approves the Treasurer’s Report for the month of November 2010.

VOTE: 5 – 0

C) APPROVAL-REQUEST FOR FMLA

Motion made by Ms. Donato, seconded by Mr. Grieco as follows:

BE IT RESOLVED: That upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the following FMLA request in accordance with the Mount Pleasant Central School District Board of Education Policy No. 6551. Said request was reviewed by the Board of Education in executive session:

Employee #2075

Leave to begin on December 21, 2010

Leave to conclude on February 10, 2011

VOTE: 5 – 0

D) APPROVAL – UNPAID CHILDCARE LEAVE

Motion made by Ms. Donato, seconded by Mr. Grieco as follows:

BE IT RESOLVED: That upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the following request for an unpaid child care leave, in accordance with the collective bargaining agreement between the Mount Pleasant Teachers Association and the Mount Pleasant Central School District:

Employee #2072

Leave to begin on January 31, 2011

Leave to conclude on June 30, 2011

VOTE: 5 – 0

E) APPROVAL – CPSE and CSE STUDENT PLACEMENT RECOMMENDATIONS

Motion made by Ms. Donato, seconded by Mr. Grieco as follows:

BE IT RESOLVED: That the recommendations for placement of students with disabilities as recommended by the Mount Pleasant Central School District’s Committee on Pre-School Special education and the Committee on Special Education at their meetings listed below are hereby approved. Copies of said recommendations are on file in the office of the District Clerk;

CPSE: November 30, 2010

December 1, 13, 14, 20, 22, 2010

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CSE: November 10, 2010
December 3, 6, 7, 8, 14, 15, 16, 17, 21, 2010

VOTE: 5 – 0

F) APPROVAL – AMENDMENT TO MODIFICATION OF APPOINTMENT

Motion made by Mr. Grieco, seconded by Mr. Pinchiaroli as follows:

That the modification of appointment originally requested and approved at the December 15, 2010 Board of Education meeting for:

TINA PRINCIPE, Elementary
Assigned To: Columbus Elementary School
Certification: Initial Certification in Childhood Education (Grades 1-6)
Effective: December 8, 2010 – January 28, 2011
Salary Placement: M.A. Step 1: \$292.44 Daily Rate

be amended to a leave replacement as follows:

TINA PRINCIPE, Elementary
Assigned To: Columbus Elementary School
Certification: Initial Certification in Childhood Education (Grades 1-6)
Effective: December 8, 2010 – June 30, 2011
Salary Placement: M.A. Step 1: \$38,602.08 (pro-rated)

VOTE: 5 – 0

G) APPROVAL – EXTRA CURRICULAR APPOINTMENT 2010-2011 SCHOOL YEAR

Motion made by Mr. Grieco, seconded by Mr. Pinchiaroli as follows:

BE IT RESOLVED: That in accordance with the recommendation of the Superintendent of Schools, the Mount Pleasant Central School District Board of Education hereby approves the following Extra Curricular Appointment for the 2010-2011 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Lauren Russo	Freshman Class Co-Advisor (1/3/11 - 6/30/11)	\$ 507.90 (pro-rated)

VOTE: 5 – 0

**H) APPROVAL – AMENDMENT TO EXTRA CURRICULAR APPOINTMENT
2010-2011 SCHOOL YEAR**

Motion made by Mr. Grieco, seconded by Mr. Pinchiaroli as follows:

BE IT RESOLVED: That the extra curricular appointment, originally requested and approved at the September 15, 2010 Board of Education meeting for:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Erin Harrison	Freshman Class Advisor	\$1,693

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be amended as follows:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Erin Harrison	Freshman Class Co-Advisor (9/1/10 - 6/30/11)	\$1,185.10 (pro-rated)

VOTE: 5 – 0

I) APPROVAL – AMENDMENT TO HOURLY APPOINTMENT

Motion made by Mr. Grieco, seconded by Mr. Pinchiaroli as follows:

BE IT RESOLVED: That the hourly appointment, originally requested and approved at the October 20, 2010 Board of Education meeting for:

MARY SKWAREK, Teacher Aide
Assigned To: Modified Cross Country (Fall Sports)
Effective: September 23, 2010 – October 18, 2010
Salary: \$21.87/Hour

be amended as follows:

MARY SKWAREK, Teacher Aide
Assigned To: Modified Cross Country (Fall Sports)
Effective: September 23, 2010 – October 26, 2010
Salary: \$21.87/Hour

VOTE: 5 – 0

**J) APPROVAL – EXTRA CURRICULAR APPOINTMENT, 2010/2011 SCHOOL YEAR
(WINTER SPORTS)**

Motion made by Mr. Grieco, seconded by Mr. Pinchiaroli as follows:

BE IT RESOLVED: That the Mount Pleasant Central School District Board of Education approves the Superintendent of Schools recommendation to appoint the following individual to the Extra Curricular appointments for the 2010/2011 school year:

<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Varsity Wrestling	Marc Kanter	Volunteer

VOTE: 5 – 0

K) APPROVAL – HEALTH SERVICES 2010/2011

Motion made by Mr. Pinchiaroli, seconded by Ms. Fowler as follows:

BE IT RESOLVED: That in accordance with the recommendation of the Superintendent of Schools, the Board of Education hereby approves the following health and welfare services contracts for the 2010-11 school year:

Bedford Central School District: 1 student for a total of \$925.90.

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Dobbs Ferry Union Free School District: 5 students @ \$780.25 for a total of \$3,901.25.

AND BE IT FURTHER RESOLVED: That the President of the Board of Education is authorized to sign the contract on its behalf.

VOTE: 5 – 0

L) APPROVAL - SPECIAL EDUCATION OUT OF DISTRICT PLACEMENT CONTRACT, 2010/2011

Motion made by Mr. Pinchiaroli, seconded by Ms. Fowler as follows:

BE IT RESOLVED: That in accordance with the recommendation of the Director of Special Education and Student Services, the Board of Education hereby approves the following Special Education Out of District Placement Contract for the 2010-2011 school year:

White Plains City School District, 1 student @ \$68,019.32.

VOTE: 5 – 0

M) APPROVAL – VIDEO EQUIPMENT RENTAL

Motion made by Mr. Pinchiaroli, seconded by Ms. Fowler as follows:

BE IT RESOLVED: That the Board of Education hereby approves payment to Jon Bonci for the rental of video equipment to record and broadcast Board of Education meetings for the 2010/2011 school year at a cost of \$100.00 per month.

VOTE: 5 – 0

N) APPROVAL – TRANSFER OF FUNDS

Motion made by Mr. Pinchiaroli, seconded by Ms. Fowler as follows:

BE IT RESOLVED: That the Board of Education hereby authorizes the following budget transfers for the 2010-2011 year as specified below:

TRANSFER TO:			TRANSFER FROM:		
ACCOUNT TITLE	CODE	AMOUNT	ACCOUNT TITLE	CODE	AMOUNT
CSE Contractual Aids	A2250.410-06-0000	26,000.00	Tuition - Other	A2250.472-06-0000	26,000.00
Snow Removal	A1620.404-07-0000	5,000.00	Contingency for Plant Operations	A1620.413-07-0000	5,000.00
Contractual Exp - Other	A1240.400-07-0000	3,401.75	Supplies - CSA	A1240.500-07-0000	3,401.75
Salaries - Clerical OT	A2010.161-07-0000	6,000.00	Other Salaries - Summer Curr Dev	A2010.159-07-0002	6,000.00
Total		40,401.75	Total		40,401.75

VOTE: 5 – 0

O) APPROVAL – ADOPTION OF POLICY NO. 2130, BOARD MEMBER TRAINING, (SECOND READING)

Motion made by Mr. Pinchiaroli, seconded by Ms. Fowler as follows:

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BE IT RESOLVED: That the Board of Education affirmatively votes to adopt Policy No. 2130, entitled Board Member Training, as attached. The policy has been moved, discussed and voted on affirmatively at the December 15, 2010 Board of Education meeting. In accordance with the

Mount Pleasant Central School District Policy 1410, this is the second (2nd) reading of the resolution adopting said policy.

VOTE: 5 – 0

P) APPROVAL – ADOPTION OF POLICY NO. 3420, ANTI-HARASSMENT IN THE SCHOOL DISTRICT, (SECOND READING)

Motion made by Ms. Fowler, seconded by Ms. Donato as follows:

BE IT RESOLVED: That the Board of Education affirmatively votes to adopt Policy No. 3420, entitled Anti-Harassment in the School District, as attached. The policy has been moved, discussed and voted on affirmatively at the December 15, 2010 Board of Education meeting. In accordance with the Mount Pleasant Central School District Policy 1410, this is the second (2nd) reading of the resolution adopting said policy.

VOTE: 5 – 0

Q) APPROVAL – ADOPTION OF POLICY NO. 5410, PURCHASING, (SECOND READING)

Motion made by Ms. Fowler, seconded by Ms. Donato as follows:

BE IT RESOLVED: That the Board of Education affirmatively votes to adopt Policy No. 5410, entitled Purchasing, as attached. The policy has been moved, discussed and voted on affirmatively at the December 15, 2010 Board of Education meeting. In accordance with the Mount Pleasant Central School District Policy 1410, this is the second (2nd) reading of the resolution adopting said policy.

VOTE: 5 – 0

R) APPROVAL – ADOPTION OF POLICY NO. 6122, COMPLAINTS AND GRIEVANCES BY EMPLOYEES, (SECOND READING)

Motion made by Ms. Fowler, seconded by Ms. Donato as follows:

BE IT RESOLVED: That the Board of Education affirmatively votes to adopt Policy No. 6122, entitled Complaints and Grievances by Employees, as attached. The policy has been moved, discussed and voted on affirmatively at the December 15, 2010 Board of Education meeting. In accordance with the Mount Pleasant Central School District Policy 1410, this is the second (2nd) reading of the resolution adopting said policy.

VOTE: 5 – 0

S) APPROVAL – ADOPTION OF POLICY NO. 6440, NEGOTIATIONS, (SECOND READING)

Motion made by Ms. Fowler, seconded by Ms. Donato as follows:

BE IT RESOLVED: That the Board of Education affirmatively votes to adopt Policy No. 6440, entitled Negotiations, as attached. The policy has been moved, discussed and voted on affirmatively at the December 15, 2010 Board of Education meeting. In accordance with the

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Mount Pleasant Central School District Policy 1410, this is the second (2nd) reading of the resolution adopting said policy.

VOTE: 5 – 0

T) APPROVAL - CONSENT AGENDA

Motion made by Ms. Fowler, seconded by Ms. Donato as follows:

BE IT RESOLVED: That the attached Consent Agenda 10/11, P-10, Professional Personnel Appointments are hereby approved. All appointments are contingent on fingerprint clearance through the New York State Education Department.

VOTE: 5 – 0

VIII. OPPORTUNITY FOR PUBLIC DISCUSSION AND COMMENTS: None

IX. ADJOURNMENT: At approximately 9:05 pm, motion made by Ms. Fowler, seconded by Mr. Pinchiaroli and unanimously adopted by the Board to adjourn the November 17, 2010 Board of Education meeting.

Mary Beth Mancuso
District Clerk

Approved: 2/16/11

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SCHEDULE 10/11, P-10 PROFESSIONAL PERSONNEL APPOINTMENTS

LONG TERM SUBSTITUTE

ANGELA RUGGIERO, Speech & Language Teacher
Assigned To: Westlake Middle School/Westlake High School
Certification: Initial Certification in Speech and Language Disabilities
Effective: December 13, 2010 – February 10, 2011
Salary Placement: B.A. +30, Step 1: \$283.28 Daily Rate

SIXTH TEACHING ASSIGNMENT

JEN AVELLA, Westlake High School
Assigned To: Special Education, Every Other Day 8th Period Resource Room
Certification: Permanent Certification in Special Education
Effective: January 5, 2011 – June 30, 2011
Salary: One-sixth of teacher's base annual salary (pro-rated) as per the agreement with the Mount Pleasant Central School District Teachers Association

MODIFICATION OF APPOINTMENT FROM PER-DIEM SUBSTITUTE TO PERMANENT SUBSTITUTE

LISA GIACOMO, Permanent Substitute
Assigned To: Columbus Elementary School
Effective: December 8, 2010 – June 30, 2011
Salary: \$100/Day

OVERNIGHT CHAPERONE APPOINTMENT

Elizabeth Melito

CHAPERONE APPOINTMENTS

Jerry Banner
Erminia Lizarzaburu
Teresa Sansone

HOURLY APPOINTMENTS

CAREN STEVENS, Teacher Aide
Assigned To: Modified Track (Winter Sports)
Effective: November 29, 2010 – March 11, 2011
Salary: \$21.22/Hour

ERMINIA LIZARZABURU, Teacher Aide
Assigned To: CES Chess Club
Effective: December 9, 2010 – June 30, 2011
Salary: \$22.67/Hour

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PER-DIEM SUBSTITUTE APPOINTMENT

Christina Washburn, \$100/Day

PER-DIEM CLERICAL SUBSTITUTE APPOINTMENT

AUDREY CURRIE

Effective: December 15, 2010 – June 30, 2011

Salary: \$12.00/hour

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Internal Operations
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SUBJECT: BOARD MEMBER TRAINING

Training requirements for Board members in the first year of their first term as a Board member is two-fold.

Training on Financial Oversight, Accountability and Fiduciary Responsibilities

Currently, within the first year of election or appointment, each Board member must complete a minimum of six (6) hours of training on the financial oversight, accountability and fiduciary responsibilities of a school board member.

Re-elected Board members are not required to repeat this training. Additionally, re-training is not required if the Board member has previously fulfilled this requirement as a first-term member of a component school district.

Training on Powers, Functions and Duties of Board Members and Other Authorities

Beginning July 1, 2011 and thereafter, in addition to the above training, during the first year of a Board member's first term, he/she shall be required to complete a training course acquainting them with the powers, functions and duties of Boards of Education, as well as the powers and duties of other governing and administrative authorities affecting public education.

Re-elected Board members shall not be required to repeat this training. Additionally, should a voting Board member be seated or appointed on or before August 13, 2010, the signing date of Chapter 388 of the Laws of 2010, he/she is not required to take this training.

Curricula and Compliance

Training on financial oversight, accountability and fiduciary responsibilities shall be approved by the Commissioner of Education in consultation with the State Comptroller. General training shall be approved by the Commissioner of Education. Providers shall be approved by the Commissioner. Curricula may be offered together as a single course or separately.

Upon completing the required training, the Board member shall file with the District Clerk a certificate of completion issued by the provider of the training. Actual and necessary expenses incurred by a Board member in complying with these requirements are a lawful charge upon the District.

Education Law Section 2102-a
8 New York Code of Rules and Regulations (NYCRR) Section 170.12(a)

Amended:
Adopted: 2/27/08

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Community Relations

SUBJECT: ANTI-HARASSMENT IN THE SCHOOL DISTRICT

The Board of Education affirms its commitment to nondiscrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation. Harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of harassment on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability, use of a recognized guide dog, hearing dog or service dog, or domestic violence victim status by employees, school volunteers, students, and non-employees such as contractors and vendors as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the District.

Sexual orientation is defined as heterosexuality, homosexuality, bisexuality, or asexuality, whether actual or perceived.

The Board also prohibits harassment based on an individual's opposition to discrimination or participation in a related investigation or complaint proceeding under the anti-discrimination statutes. This policy of nondiscrimination and anti-harassment will be enforced on School District premises and in school buildings; and at all school-sponsored events, programs and activities, including those that take place at locations off school premises.

It is intended that this policy apply to the dealings between or among employees with employees; employees with students; students with students; employees/students with vendors/contractors and others who do business with the School District, as well as school volunteers, visitors, guests and other third parties. All of these persons are hereinafter referred to collectively as "the named group."

For purposes of this policy, harassment shall mean communication (verbal, written or graphic) and/or physical conduct based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability, use of a recognized guide dog, hearing dog or service dog, or domestic violence victim status that:

- a) Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or is used as a basis for employment decisions (including terms and conditions of employment) affecting such individual; and/or creates an intimidating, hostile or offensive work environment;
- b) Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creates an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit;

(Continued)

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SUBJECT: ANTI-HARASSMENT IN THE SCHOOL DISTRICT (Cont'd.)

- c) Otherwise adversely affects the employment and/or educational opportunities and benefits provided by the District.

The School District will act to promptly investigate all complaints, either verbal or written, formal or informal, of allegations of harassment based on any of the characteristics described above; and will promptly take appropriate action to protect individuals from further harassment. The District will designate, at a minimum, two (2) Complaint Officers, one of each gender.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee, student, or other member of the above named group who believes he/she has been a victim of harassment in the school environment and/or at programs, activities and events under the control and supervision of the District, as well as any individual who is aware of and/or who has knowledge of, or witnesses any possible occurrence of harassment, immediately report such alleged harassment; such report shall be directed to or forwarded to the District's designated Complaint Officer(s) through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the Complaint Officer is the alleged offender, the report will be directed to the next level of supervisory authority.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. However, even in the absence of an informal/formal complaint, if the District has knowledge of any occurrence of harassment, the District will investigate such conduct promptly and thoroughly. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges and/or to notify law enforcement officials as warranted, and any disclosure will be provided on a "need to know" basis.

Based upon the results of this investigation, if the District determines that an employee and/or student has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with applicable laws and/or regulations, District policy and regulation, and the District Code of Conduct. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, District policy and regulation, and the applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations and/or the Code of Conduct, will be subject to appropriate sanctions as warranted and in compliance with law. The application of such disciplinary measures by the District does not preclude the filing of civil and/or criminal charges as may be warranted.

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SUBJECT: ANTI-HARASSMENT IN THE SCHOOL DISTRICT (Cont'd.)

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of harassment.

Follow-up inquiries shall be made to ensure that harassment has not resumed and that all those involved in the investigation of the harassment complaint have not suffered retaliation.

Finding That Harassment Did Not Occur

At any level/stage of investigation of alleged harassment, if a determination is made that harassment did not occur, the Complaint Officer will so notify the complainant, the alleged offender and the Superintendent of this determination. Such a finding does not preclude the complainant from filing an appeal pursuant to District policy or regulation and/or pursuing other legal avenues of recourse.

However, even if a determination is made that harassment did not occur, the Superintendent/designee reserves the right to initiate staff awareness and training, as applicable, to help ensure that the school community is not conducive to fostering harassment in the workplace.

In all cases, the Superintendent will inform the Board of Education of the results of each investigation involving a finding that harassment did not occur.

Knowingly Makes False Accusations

Employees and/or students who *knowingly* make false accusations against another individual as to allegations of harassment may also face appropriate disciplinary action.

Privacy Rights

As part of any investigation, the District has the right to search all school property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

(Continued)

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SUBJECT: ANTI-HARASSMENT IN THE SCHOOL DISTRICT (Cont'd.)

Development and Dissemination of Administrative Regulations

Regulations will be developed for reporting, investigating, and remedying allegations of harassment based on the characteristics described above. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable

Complaint Officer(s). Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The Superintendent/designee(s) will affirmatively discuss the topic of harassment with all employees and students, express the District's condemnation of such conduct, and explain the sanctions for such harassment. Appropriate training and/or "awareness" programs will be established for staff and students to help ensure knowledge of and familiarity with the issues pertaining to harassment in the schools, and to disseminate preventative measures to help reduce such incidents of prohibited conduct. Furthermore, special training will be provided for designated Supervisors and managerial employees, as may be necessary, for the investigation of harassment complaints.

A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The District's policy and regulations on anti-harassment will be published in appropriate school publications such as teacher/employee handbooks, student handbooks, and/or school calendars.

This policy should not be read to abrogate other District policies and/or regulations or the District Code of Conduct prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes within this District. It is the intent of the District that all such policies and/or regulations be read consistently to provide the highest level of protection from unlawful discrimination in the provision of employment/educational services and opportunities. However, different treatment of any member of the above named group which has a legitimate, legal and nondiscriminatory reason shall not be considered a violation of District policy.

Age Discrimination in Employment Act,
29 United States Code (USC) Section 621
Americans With Disabilities Act,
42 United States Code (USC) Section 12101 et seq.
Prohibits discrimination on the basis of disability.
Section 504 of the Rehabilitation Act of 1973,
29 United States Code (USC) Section 794 et seq.
Prohibits discrimination on the basis of disability.
Title VI of the Civil Rights Act of 1964,

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Community Relations

SUBJECT: ANTI-HARASSMENT IN THE SCHOOL DISTRICT (Cont'd.)

42 United States Code (USC) Section 2000d et seq.
Prohibits discrimination on the basis of race, color or national origin.

Title VII of the Civil Rights Act of 1964,
42 United States Code (USC) Section 2000e et seq.
Prohibits discrimination on the basis of race, color, religion, sex or national origin.

Title IX of the Education Amendments of 1972,
20 United States Code (USC) Section 1681 et seq.
Prohibits discrimination on the basis of sex.

Civil Rights Law Section 40-c
Prohibits discrimination on the basis of race, creed, color, national origin, sex, sexual orientation, marital status or disability.

Civil Service Law Section 75-B
Executive Law Section 290 et seq.
Prohibits discrimination on the basis of age, race, creed, color, national origin, sex, sexual orientation, disability, military status, marital status, use of a recognized guide dog, hearing dog or service dog, or domestic violence victim status.
Military Law Sections 242 and 243

NOTE: Refer also to Policies #6121 -- Sexual Harassment of District Personnel
#6122 -- Complaints and Grievances by Employees
#7550 -- Complaints and Grievances by Students
#7551 -- Sexual Harassment of Students

Amended:

Adopted: 2/27/08

**MOUNT PLEASANT CENTRAL SCHOOL DISTRICT
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Non-Instructional/Business
Operations

SUBJECT: PURCHASING

The Board of Education views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing will be centralized in the Business Office under the general supervision of the Purchasing Agent designated by the Board.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with all purchasing, whenever possible, and pursuant to law. The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding the maximum level allowed by law and public work contracts involving an expenditure of more than the maximum level allowed by law will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid. Purchases of the same commodity cannot be artificially divided for the purpose of avoiding the threshold.

Goods and services which are not required by law to be procured by the District through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and service of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, except for procurements:

- a) Under a County contract and under a BOCES contract;
- b) Under a State contract;
- c) Of articles manufactured in State correctional institutions; or
- d) From agencies for the blind and severely disabled.

The District's purchasing activity will strive to meet the following objectives:

- a) To effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
- b) To obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in cooperation with the requisitioning authority. The educational welfare of the students is the foremost consideration in making any purchase;

(Continued)

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Non-Instructional/Business
Operations

SUBJECT: PURCHASING (Cont'd.)

- c) To ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the District.
- d) To maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
- e) To ensure, through the use of proper internal controls, that loss and/or diversion of District property is prevented.

Opportunities shall be provided to all responsible suppliers to do business with the School District. Suppliers whose place of business is situated within the District may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality and other factors. A statement of "general conditions", as approved by the Board, shall be included with all specifications submitted to suppliers for their bids. These general conditions shall be incorporated in all contracts awarded for the purchase of materials, equipment and supplies. Purchases will be made through available cooperative BOCES bids, state contracts of the Office of General Services or county contracts whenever such purchases are in the best interests of the District. In addition, the District will make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

The District will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interests of the District and otherwise furthers the purposes of Section 104-b of the General Municipal Law.

The Purchasing Agent will not be required to secure alternative proposals or quotations for:

- a) Emergencies where time is a crucial factor;
- b) Procurements for which there is no possibility of competition (sole source items); or
- c) Very small procurements when solicitations of competition would not be cost-effective.

The Superintendent of Schools, with the assistance of the Purchasing Agent, shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the District. Such procedures shall comply with all applicable laws and regulations of the state and the Commissioner of Education.

No Board member, officer or employee of the School District shall have an interest in any contract entered into by the Board or the District, as provided in Article 18 of the General Municipal Law.

(Continued)

SUBJECT: PURCHASING (Cont'd.)

Comments will be solicited from those administrators involved in the procurement process before enactment of the District's policies regarding purchasing and from time to time thereafter. The policies must then be adopted by Board resolution. All District policies regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of Section 104-b of the General Municipal Law or the District's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the District or any officer or employee of the District.

Request for Proposal Process for the Independent Auditor

In accordance with law, no audit engagement shall be for a term longer than five (5) consecutive years. The District may, however, permit an independent auditor engaged under an existing contract for such services to submit a proposal for such services in response to a request for competitive proposals or be awarded a contract to provide such services under a request for proposal process.

Alternative Formats for Instructional Materials

Preference in the purchase of instructional materials will be given to vendors who agree to provide materials in a usable alternative format (i.e., any medium or format, other than a traditional print textbook, for presentation of instructional materials that is needed as an accommodation for each student with a disability, including students requiring Section 504 Accommodation Plans, enrolled in the School District). Alternative formats include, but are not limited to, Braille, large print, open and closed captioned, audio, or an electronic file in an approved format as defined in Commissioner's Regulations.

As required by federal law and New York State Regulations, the District has adopted the National Instructional Materials Accessibility Standard (NIMAS) to ensure that curriculum materials are available in a usable alternative format for students with disabilities. Each school district has the option of participating in the National Instructional Materials Access Center (NIMAC). Whether a district does or does not participate in NIMAC, the district will be responsible to ensure that each student who requires instructional materials in an alternate format will receive it in a timely manner and in a format that meets NIMAS standards. The New York State Education Department (NYSED) recommends that school districts choose to participate in NIMAC, because this national effort to centralize the distribution of instructional materials in alternate formats will help guarantee timely provision of such materials to students.

(Continued)

SUBJECT: PURCHASING (Cont'd.)

For school districts, Boards of Cooperative Educational Services (BOCES), State-operated schools, State-supported schools and approved private schools that choose to participate in NIMAC, **contracts with publishers executed on and after December 3, 2006** for textbooks and other printed core materials *must* include a provision that requires the publisher to produce NIMAS files and send them to the NIMAC (this will not add any cost to the contract).

For more information regarding NIMAC including model contract language, Steps for Coordinating with NIMAC and an IDEA Part B Assurances Application, see website: <http://www.vesid.nysed.gov/specialed/publications/persprep/NIMAS.pdf>

Computer Software Purchases

Software programs designated for use by students in conjunction with computers of the District shall meet the following criteria:

- a) A computer program which a student is required to use as a learning aid in a particular class; and
- b) Any content-based instructional materials in an electronic format that are aligned with State Standards which are accessed or delivered through the internet and based on a subscription model. Such electronic format materials may include a variety of media assets and learning tools including video, audio, images, teacher guides, and student access capabilities as such terms are defined in Commissioner's Regulations.

Environmentally Sensitive Cleaning and Maintenance Products

In accordance with Commissioner's Regulations, State Finance Law and Education Law, effective with the 2006-2007 school year, the District shall follow guidelines, specifications and sample lists when purchasing cleaning and maintenance products for use in its facilities. Such facilities include any building or facility used for instructional purposes and the surrounding grounds or other sites used for playgrounds, athletics or other instruction.

Environmentally sensitive cleaning and maintenance products are those which minimize adverse impacts on health and the environment. Such products reduce as much as possible exposures of children and school staff to potentially harmful chemicals and substances used in the cleaning and maintenance of school facilities. The District shall identify and procure environmentally sensitive cleaning and maintenance products which are available in the form, function and utility generally used. Coordinated procurement of such products as specified by the Office of General Services (OGS) may be done through central state purchasing contracts to ensure that the District can procure these products on a competitive basis.

(Continued)

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Operations

SUBJECT: PURCHASING (Cont'd.)

The District shall notify their personnel of the availability of such guidelines, specifications and sample product lists.

Education Law Sections 305(14), 1709(9)(14)(22)
General Municipal Law Sections 102, 103, 104-b,
109-a; 800 et seq.

Amended:
Adopted: 2/27/08

Internal Operations

SUBJECT: COMPLAINTS AND GRIEVANCES BY EMPLOYEES

In accordance with the provisions of General Municipal Law and the collective bargaining agreements, all District personnel shall have the opportunity to present their complaints or grievances free from interference, coercion, restraint, discrimination or reprisal. The District shall provide at least two (2) procedural stages and an appellate stage for the settlement of any grievance.

Complaints or grievances not covered under employee contracts shall be handled and resolved, whenever possible, as close to their origin as possible. The Superintendent is responsible for implementing regulations for the redress of complaints or grievances through proper administrative channels.

Prohibition of Retaliatory Behavior (Commonly Known as “Whistle-Blower” Protection)

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of discrimination. Follow-up inquiries shall be made to ensure that discrimination has not resumed and that all those involved in the investigation of the discrimination complaint have not suffered retaliation.

Complaints and Grievances Coordinator

Additionally, the Board shall ensure compliance with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA). The Superintendent shall designate a District employee as the Title IX/Section 504/ADA Coordinator; and regulations and procedures shall be implemented to resolve complaints of discrimination based on sex or disability.

Prior to the beginning of each school year, the District shall issue an appropriate public announcement which advises students, parents/guardian, employees and the general public of the District’s established grievance procedures for resolving complaints of discrimination based on sex or disability. Included in such announcement will be the name, address and telephone number of the Title IX/Section 504/ADA Coordinator.

The Title IX/Section 504/ADA Coordinator shall also be responsible for handling complaints and grievances regarding discrimination based on race, color, creed, religion, national origin, political affiliation, sexual orientation, age, military status, veteran status, marital status, predisposing genetic characteristics, use of a recognized guide dog, hearing dog or service dog, or domestic violence victim status.

(Continued)

SUBJECT: COMPLAINTS AND GRIEVANCES BY EMPLOYEES (Cont'd)

Age Discrimination in Employment Act, 29
United States Code (USC) Section 621.
Americans with Disabilities Act,
42 United States Code (USC) Section 12101 et seq.
Prohibits discrimination on the basis of disability.
Section 504 of the Rehabilitation Act of 1973,
29 United States Code (USC) Section 794 et seq.
Title IV of the Civil Rights Act of 1964,
42 United States Code (USC) Section 2000-d, et.
seq. Prohibits discrimination on the basis of race,
color, religion, sex or national origin.
Title IX of the Education Amendments of 1972, 20
United States Code (USC) Section 1681 et. Seq.
Prohibits discrimination on the basis of sex.
Civil Rights Law Section 40-c
Prohibits discrimination on the basis of race, creed,
color, national origin, sex, marital status, sexual
orientation or disability.
Civil Service Law Section 75-B
Executive Law Section 290 et seq.
Prohibits discrimination on the basis of age, race,
creed, color, national origin, sex, sexual
orientation, disability, military status, predisposing
genetic characteristics, marital status, use of a
recognized guide dog, hearing dog or service dog,
or domestic violence victim status.
Military Law Sections 242 and 243

NOTE: Refer also to Policy #3420 – Anti-Harassment in the School District

Amended on:
Adopted on: 2/27/08

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Personnel

SUBJECT: NEGOTIATIONS

Legal Status

The legal status for negotiations is the Public Employees' Fair Employment Law (Taylor Law), Article 14 of the Civil Service Law.

Organizations recognized for the purposes of collective bargaining include:

- a) Mount Pleasant Association of School Administrators;
- b) Mount Pleasant Teachers', Nurses and Teaching Assistants Association;
- c) Mount Pleasant Custodial Unit of the Civil Service Employees' Association;
- d) Mount Pleasant Clerical Unit of Civil Service Employees' Association
- e) Mount Pleasant Related Employees' Association

Amended:
Adopted: 2/27/08

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ADDENDUM

Aa) APPROVAL – EXTENSION OF AGREEMENTS

Motion made by Ms. Fowler, seconded by Ms. Donato as follows:

BE IT RESOLVED, That in accordance with the recommendation of the Superintendent of Schools, the Mount Pleasant Board of Education hereby approves extending the agreements with the following contractors per Interim Pendency Order dated October 14, 2010 in connection with Impartial Hearing Reporting System Case No. 56724 during the 2010-2011 school year as follows:

Barrington Daly at the rate of \$50 per hour through 4/15/11.

Robin Nuzzolo at the rate of \$95 per hour through 4/15/11.

VOTE: 5 – 0

Bb) APPROVAL – NY STATE PROPERTY TAX CAP PROPOSAL

Motion made by Ms. Fowler, seconded by Ms. Donato as follows:

BE IT RESOLVED, by the Board of Education of the Mount Pleasant Central School District, a member of the Westchester-Putnam School Boards Association, that Legislative and Unfunded Mandate Relief Must be Included in any NY State Property Tax Cap Proposal.

WHEREAS, New York State leads the nation in local property taxes, in large part because New York leads the nation in imposing unfunded state mandates upon our local municipalities and school districts; and

WHEREAS, state mandated pension fund contributions are one of the largest components of every school district and municipal budget over which local officials have little control, and are increasing at exorbitant rates annually such that bills from the State Retirement System (ERS) will increase 40% and bills from the Teachers Retirement System (TRS) will increase 33% in the 2011-12 school year; and

WHEREAS, state laws such as the Triborough Amendment, pertaining to the collective bargaining of contracts between school districts and employee unions, impede the ability of local officials to reasonably control the costs that such contracts impose upon local property taxpayers; and

WHEREAS, as a solution to New York's property tax crisis, the Governor of New York and members of the New York State Legislature have pledged to consider enactment of legislation imposing a cap on the annual growth in local property taxes; and

WHEREAS, any property tax cap must be accompanied simultaneously (1) by ending the practice of pushing State costs onto local school districts and municipalities, and

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(2) by a repeal of current underfunded or unfunded state mandates that require local municipalities and school districts to significantly increase spending and therefore local property taxes; and

WHEREAS, a property tax cap without repeal of costly underfunded and unfunded state mandates will inescapably lead to drastic cuts in essential local school district programs and services, as well as significant layoffs of school district employees;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Mount Pleasant Central School District, a member of the Westchester-Putnam School Boards Association which represents 54 school districts serving over 165,000 students and their families, that the Governor of the State of New York and the members of the New York State Senate and New York State Assembly must reform the cost drivers that lead to high property taxes in New York - including mandate relief, pension benefits and the collective bargaining process - as the central element of any effort to provide property tax relief to the residents and businesses of New York State.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Governor, Senate Majority and Minority Leaders, Assembly Speaker and Minority Leader, and the members of the State Senate and Assembly representing Westchester and Putnam Counties.

VOTE: 5 – 0