

**MOUNT PLEASANT COTTAGE SCHOOL
UNION FREE SCHOOL DISTRICT
1075 BROADWAY, P.O. BOX 8
PLEASANTVILLE, NEWYORK 10570**

**REGULAR MEETING OF THE BOARD OF EDUCATION
MONDAY, OCTOBER 21, 2019 – 7:30 P.M.
MOUNT PLEASANT COTTAGE SCHOOL LIBRARY**

AGENDA ITEM

1. CALL TO ORDER

2. ROLL CALL

3. CORRESPONDENCE

Andrea Aitken, Claims Auditor submitted an audit report on claims paid by the District between 7/9/19 through 8/26/19.
(Enclosure #1)

4. APPROVAL OF MINUTES

Recommended Motion: “RESOLVED, that the Board of Education approve the minutes of the September 16, 2019 Board of Education Meeting as presented.”
(Enclosure #2)

5. SUPERINTENDENT’S REPORT

- My Brother’s Keeper Update
- Facilities and Project Update
- Census Report (Enclosure #3)

6. POLICY READING

Recommended Motion: “RESOLVED, that the Board of Education conduct a second reading and adoption of Policy #5140 – Administration of the Budget as presented.”
(Enclosure #4)

Recommended Motion: “RESOLVED, that the Board of Education conduct a second reading and adoption of Policy #6150 – Alcohol, Tobacco, Drugs and other Substances (Staff) as presented.”
(Enclosure #5)

AGENDA ITEM:

Recommended Motion: “RESOLVED, that the Board of Education conduct a second reading and adoption of Policy #7221 – Participation in Graduation Ceremonies and Activities as presented.”
(Enclosure #6)

Recommended Motion: “RESOLVED, that the Board of Education conduct a second reading and adoption of Policy #7320 – Alcohol, Tobacco, Drugs and other Substances (Students) as presented.”
(Enclosure #7)

Recommended Motion: “RESOLVED, that the Board of Education conduct a second reading and adoption of Policy #7580 – Safe Public School Choice as presented.”
(Enclosure #8)

Recommended Motion: “RESOLVED, that the Board of Education conduct a second reading and adoption of Policy #7511 – Immunization of Students as presented.”
(Enclosure #9)

Recommended Motion: “RESOLVED, that the Board of Education conduct a second reading and adoption of Policy #8260 – Title I Parent and Family Engagement as presented.”
(Enclosure #10)

7. BUSINESS MATTERS

Consent Agenda may include items 7A and 7D

A. Treasurer’s Report

1. Recommended Motion: “RESOLVED, that the Treasurer’s Report General Fund Checking, Trust and Agency Account and Federal Fund Checking Account for the period of July 1, 2019 – July 31, 2019 be accepted.”
(Enclosure #11)

2. Recommended Motion: “RESOLVED, that the check runs for July 1, 2019 – July 31, 2019 be accepted as recommended by the subcommittee from:
#54087 - #54144 - \$397,553.57.”

3. Recommended Motion: “RESOLVED, that the Treasurer’s Report General Fund Checking, Trust and Agency Account and Federal Fund

AGENDA ITEM:

Checking Account for the period of August 1, 2019 – August 31, 2019 be accepted.”
(Enclosure #12)

4. Recommended Motion: “RESOLVED, that the check runs for August 1, 2019 – August 31, 2019 be accepted as recommended by the subcommittee from:

#54145 - #54194 - \$524,529.84.”

B. Budget Transfers

Recommended Motion: “RESOLVED, that the Board of Education approves the following budget transfers for the 2019-2020 school year.”

| BUDGET TRANSFER FOR SEPTEMBER 2019 | | | | |
|---|--------------------|---------------------------------------|---------------------|--------------------|
| Date | Account | Detail Description | Transfer Out | Transfer In |
| 09/17/2019 | A 2330.121-00-0000 | Salaries, Social Workers | 7,500.00 | 0.00 |
| 09/17/2019 | A 2330.121-00-2810 | Salary Guidance | 6,000.00 | 0.00 |
| 09/17/2019 | A 2330.121-00-2820 | Salary Psychologist | 0.00 | 8,761.49 |
| 09/17/2019 | A 2330.150-00-1300 | Salary Instructional - Edenwald | 0.00 | 12,899.40 |
| 09/17/2019 | A 2330.150-00-2100 | Salary Instructional - MPCS | 13,855.84 | 0.00 |
| 09/17/2019 | A 2330.160-00-1000 | Teacher Assistants | 0.00 | 57,599.78 |
| 09/17/2019 | A 2330.161-00-1300 | Salary Aides-Edenwald | 32,948.23 | 0.00 |
| 09/17/2019 | A 2330.161-00-2100 | Salary Aides-MPCS | 18,956.60 | 0.00 |
| 09/17/2019 | A 2330.161-00-2100 | Salary Aides-MPCS | 8,200.00 | 0.00 |
| 09/17/2019 | A 2630.460-00-0000 | School software | 0.00 | 8,200.00 |
| 09/23/2019 | A 2110.150-00-0000 | Teacher Intern | 6,000.00 | 0.00 |
| 09/23/2019 | A 2110.442-00-0000 | Contract Services | 0.00 | 6,000.00 |
| 09/24/2019 | A 2110.150-00-0000 | Intern expense code | 36,000.00 | 0.00 |
| 09/24/2019 | A 2110.442-00-0000 | Contract Code - Ed services | 0.00 | 36,000.00 |
| 09/24/2019 | A 1040.160-00-0000 | District Clerk | 0.00 | 105.00 |
| 09/24/2019 | A 1040.442-00-0000 | Professional Services-Business Office | 941.83 | 0.00 |
| 09/24/2019 | A 1040.442-00-0000 | Professional Services-Business Office | 1,312.50 | 0.00 |
| 09/24/2019 | A 1240.160-00-0000 | Salary-Non-Instructional | 0.00 | 1,207.50 |
| 09/24/2019 | A 1325.160-00-0000 | Treasurer | 0.00 | 941.83 |
| 09/24/2019 | A 2020.150-00-0000 | Salary-Instructional | 2,063.98 | 0.00 |
| 09/24/2019 | A 2020.160-00-0000 | Salary-Non-Instructional | 0.00 | 2,063.98 |
| 09/24/2019 | A 2330.161-00-2100 | Salary Aides-MPCS | 600.00 | 0.00 |
| 09/24/2019 | A 2825.150-00-0000 | Social worker | 0.00 | 600.00 |

AGENDA ITEM:

C. Approval of Contracts

Recommended Motion: “RESOLVED, that the Board of Education approve the agreement with Katonah-Lewisboro School District for educational services.”

(Enclosure #13)

Recommended Motion: “RESOLVED, that the Board of Education approve the contract with Putnam Northern Westchester BOCES for physical therapy services.”

(Enclosure #14)

Recommended Motion: “RESOLVED, that the Board of Education approve the contract with Putnam Northern Westchester BOCES for speech and language services at a rate of \$150.00/hour.”

(Enclosure #15)

Recommended Motion: “RESOLVED, that the Board of Education accepts the Form AS-7 contract for final 2018-2019 expenditures with Southern Westchester BOCES in the amount of \$783,225.47.”

(Enclosure #16)

D. Renewal of Insurance

Recommended Motion: “RESOLVED, that the Board of Education approves the renewal of the Group Life Insurance policy effective November 1, 2019 with no increase in rates. BE IT FURTHER RESOLVED, that the Board of Education approves the renewal of the Excess Major Medical Coverage effective January 1, 2020 with no increase in rates.”

(Enclosure #17)

8. PERSONNEL MATTERS

Consent Agenda may include items 8A – 8I

A. Appointment of District Officer

Recommended Motion: “RESOLVED, that the Board of Education appoint Catherine Panzanaro to the position of Deputy Claims Auditor, she will be compensated at her hourly rate for any claims audit services provided outside the normal work day, effective 10/22/2019 through 6/30/2020. (Oath of Office to be taken at a later date).”

AGENDA ITEM:

B. Appointment of Long Term Substitute

Recommended Motion: “RESOLVED, that the Board of Education appoint Christianne Cuddy as a substitute Math Teacher at an annual salary of \$75,955 BA40/MA-7 effective 10/17/2019 – 10/21/2019.”

C. Appointment of Teachers

Recommended Motion: “RESOLVED, that the Board of Education approve the appointment of Christianne Cuddy to a four-year probationary term as a Math Teacher, commencing on October 22, 2019 and terminating on October 21, 2023 in the tenure area of Mathematics. In order to be eligible for appointment to tenure, said employee must receive at least three APPR ratings of effective or highly effective during the four-year probationary period and may not receive an ineffective rating in the final year of probation. Ms. Cuddy holds the following certifications: Students with Disabilities – Grades 7-12 – Generalist, Professional Certificate, Mathematics 7-12, Professional Certificate and Mathematics (Grades 5-9), Professional Certificate. Ms. Cuddy’s salary will be \$75,955 - BA40/MA-7. “
(Enclosure #18)

Recommended Motion: “RESOLVED, that the Board of Education approve the appointment of Matthew Hlavaty to a four year probationary term as a Special Education Teacher – English, commencing on October 22, 2019 and terminating of October 21, 2023 in the tenure area of English. In order to be eligible for appointment to tenure, said employee must receive at least three APPR ratings of effective or highly effective during the four-year probationary period and may not receive an ineffective rating in the final year of probation. Mr. Hlavaty holds the following certification: Students with Disabilities - Grades 7-12 – Generalist, Initial Certificate and English Language Arts 7-12, Initial Certificate. Mr. Hlavaty’s salary will be \$60,093 BA40/MA-0 effective 10/22/2019.”

D. Resignation of Teacher

Recommended Motion: “RESOLVED, that the Board of Education accept the resignation of Harold Agosto Cruz, music teacher, Edenwald School, effective November 6, 2019.”
(Enclosure #19)

E. Civil Service Appointments

Recommended Motion: “RESOLVED, that the Board of Education approve the following appointments:

AGENDA ITEM:

| Name | Position | Building | Rate | Probationary Period | Effective Date |
|--------------------------|-----------------|-----------------|-------------|----------------------------|-----------------------|
| Marie Duval | Teacher Aide | Edenwald | \$18.26/hr. | 12-52 weeks | 10/22/2019 |
| Cashae-Karissa Rochester | Teacher Aide | Edenwald | \$18.26/hr. | 12-52 weeks | 10/22/2019 |
| | Teacher Aide | MPCS | \$18.26/hr. | 12-52 weeks | 10/22/2019 |
| | Teacher Aide | MPCS | \$18.26/hr. | 12-52 weeks | 10/22/2019” |

(Enclosure #20)

F. Civil Service Resignation

Recommended Motion: “RESOLVED that the Board of Education accept the following resignations:

| Name | Position | Building | Effective Date |
|---------------------|-----------------|-----------------|-----------------------|
| Albertus Brailsford | Teacher Aide | Edenwald | 09/24/2019 |
| Rickeah Vaughn | Teacher Aide | Edenwald | 09/27/2019 |
| Sherita Jones | Teacher Aide | MPCS | 09/27/2019 |
| Maxine Stainrod | Teacher Aide | Edenwald | 10/11/2019 |
| Karlye Ingram | Teacher Aide | Edenwald | 10/21/2019” |

(Enclosure #21)

G. Leave of Absence

Recommended Motion: “RESOLVED, that the Board of Education approves the following leave of absence:

| Name | Position | Building | Effective Date |
|----------------|-----------------|-----------------|--------------------------|
| Andrew Barwise | Teacher Aide | Edenwald | 10/01/2019 – 06/30/2020 |
| Michael George | Monitor | MPCS | 10/22/2019 – 06/30/2020” |

(Enclosure #22)

H. Approval of Stipends

Recommended Motion: “RESOLVED, that the Board of Education approve the following stipends:

| Name | Position | Amount |
|---------------------|----------------------------------|---------------|
| Greg Bell | Boys Basketball Head Coach | \$3,500 |
| Frederick Singleton | Boys Basketball Assistant Coach | \$3,000 |
| | Girls Basketball Head Coach | \$3,500 |
| | Girls Basketball Assistant Coach | \$3,000” |

AGENDA ITEM:

I. Approval of Volunteers

Recommended Motion: “RESOLVED, that the Board of Education approve the following volunteers from the Jewish Child Care Association:

| Name | Assignment |
|-------------|-------------------|
| | |
| | |
| | |
| | |
| | |

9. COMMITTEE ON SPECIAL EDUCATION

Recommended Motion: “RESOLVED, that the Board of Education approves the recommendations of the Mount Pleasant Cottage School District’s Committee on Special Education as recommended and presented by the subcommittee.”

10. PUBLIC COMMENT**11. MEETING NOTIFICATION**

The next scheduled meeting of the Board of Education will be held on Monday, November 18, 2019 at 7:30 PM in the MPCs Library.

12. PROPOSED EXECUTIVE SESSION

Recommended Motion: “RESOLVED that the Board of Education adjourn to Executive Session to discuss the employment history of a particular person or persons and to discuss collective bargaining under the Taylor Law pertaining to the Teacher’s Unit and the Administrator’s Unit.”

13. RECONVENE TO PUBLIC SESSION

Recommended Motion: “RESOLVED that the Board of Education reconvene to Public Session.”

14. ADJOURNMENT

2019

5140

Non-Instructional/Business
Operations**SUBJECT: ADMINISTRATION OF THE BUDGET**

The Superintendent, working in conjunction with the administrative staff, is responsible to the Board for the administration of the budget. This includes, but is not limited to:

- a) Acquainting District employees with the final provisions of the program budget and guiding them in planning to operate efficiently and economically within these provisions.
- b) Providing direction to the District in maintaining those records of accounting control as are required by the New York State Uniform System of Accounts for School Districts, the Board, and other procedures, as are deemed necessary.
- c) Keeping the various operational units informed through periodic reports as to the status of their individual budgets.

Unless otherwise provided by law, no claim against the District will be paid unless such claims have been audited and approved by the Claims Auditor.

Budget Transfers

Within monetary limits as established by the Board, the Superintendent is authorized to transfer funds between and within functional unit appropriations for teachers' salaries and ordinary contingent expenses. Whenever changes are made, they are to be incorporated in the next Board agenda for informational purposes only.

Statement of the Total Funding Allocation

When required by law, the District will annually submit to the Commissioner of Education and the Director of the Budget a detailed statement of the total funding allocation for each school in the District for the upcoming school budget year. This statement will be in a form developed by the Director of the Budget, in consultation with the Commissioner of Education. This statement will be made publicly available and posted on the District website.

Education Law §§ 1604(35), 1709(20-a), 1711, 1718, 1724, 1950(4)(k), 2508, 2523-2526, 2554(2-a), and 3614
8 NYCRR §§ 170.12(c) and 170.2(l)

Adoption Date

2019

6150
1 of 2

Personnel

SUBJECT: ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES (STAFF)**Prohibited Conduct**

The Board, recognizing that students are often influenced by teachers and other members of a school's staff, impresses upon staff the importance of maintaining a high level of professionalism appropriate to their position, which, in turn, will set a positive example for students.

The Board, therefore, prohibits staff from consuming, sharing, selling, using, and/or possessing illegal drugs, counterfeit and designer drugs, drug paraphernalia, or alcohol in the workplace or when the effects of these actions may impair job performance. Additionally, the Board prohibits the misuse and/or unprescribed use of prescription and over-the-counter drugs in the workplace or when the effects of these actions may impair job performance.

In accordance with law, regulation, and District policy, smoking and vaping are prohibited on school grounds; within 100 feet of the entrances, exits, or outdoor areas of any of the District's schools; and/or at any school-sponsored event or activity that occurs off school grounds.

Disciplinary Measures

Any staff member who violates this policy will be subject to consequences, from a letter of critical evaluation, up to and including, termination of employment in accordance with law and any applicable collective bargaining agreement.

Information on Substance Use Related Services

The Superintendent has designated the Assistant Superintendent for Business to provide information regarding where and how to find available substance use related services to students, parents, and staff.

Any information provided by a student, parent, or staff member to the designated individual(s) will not be used in any school disciplinary proceeding and will, in addition to any other applicable privilege, be considered confidential in accordance with law.

20 USC §§ 6083(a), 7118, and 7973(a)
41 USC § 8101 et seq.
Civil Service Law § 75
Education Law §§ 409, 2801, 3020-a, and 3038
Public Health Law § 1399-o

(Continued)

Revised for 10/21/19 meeting

SUBJECT: ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES (STAFF)
(Cont'd.)

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

Adoption Date

Revised for 10/21/19 meeting

2019

7221

Students

SUBJECT: PARTICIPATION IN GRADUATION CEREMONIES AND ACTIVITIES

Any student who has satisfactorily completed all graduation requirements will be permitted to participate in the graduation ceremony and all related graduation activities of his or her graduating class subject to certain exceptions. Students may be prohibited from participating in the graduation ceremony or related graduation activities as a consequence of violating the District's *Code of Conduct*.

The District permits any student to participate in the graduation ceremony and all related graduation activities of his or her high school graduating class, if the student has been awarded a Skills and Achievement Commencement Credential or a Career Development and Occupational Studies (CDOS) Commencement Credential, but has not otherwise qualified to receive a Regents or local diploma. While permitted to participate, these students are not required to participate in the graduation ceremony or related graduation activities of his or her high school graduating class. For purposes of this policy, a student's high school graduating class is the twelfth grade class with which he or she entered into ninth grade.

The District will provide annual written notice of this policy and any related procedures to all students and their parents or guardians.

Education Law § 3204(4-b)
8 NYCRR § 100.2(oo)

Adoption Date

2019

7320
1 of 2

Students

SUBJECT: ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES (STUDENTS)**Prohibited Conduct**

The Board recognizes that the misuse of alcohol, tobacco, electronic cigarettes (e-cigarettes), drugs, counterfeit and designer drugs, over-the-counter drugs, prescription drugs, vitamins, supplements, herbs, and other similar substances is a serious problem with legal, physical, emotional, and social implications for our students, as well as the entire community. Therefore, the consumption, sharing, selling, use, and/or possession of these and similar substances, as well as tobacco products and drug paraphernalia are prohibited in accordance with law and regulation, District policy, the District *Code of Conduct*, and/or other similar documents.

Students are not permitted to be under the influence of alcohol, drugs, or other prohibited substances on school grounds or at school-sponsored events.

Disciplinary Measures

Students who violate this policy will be subject to disciplinary consequences in accordance with the District *Code of Conduct* and law.

Information on Substance Use Related Services

The Superintendent has designated the Assistant Superintendent for Business as the individual to provide information regarding where and how to find available substance use related services to students, parents, and staff.

Any information provided by a student, parent, or staff member to the designated individual(s) will not be used in any school disciplinary proceeding and will, in addition to any other applicable privilege, be considered confidential in accordance with law.

20 USC §§ 6083(a), 7118, and 7973(a)
Education Law §§ 409, 2801, and 3038
Public Health Law § 1399-o

(Continued)

Revised for 10/21/19 meeting

Students

**SUBJECT: ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES
(STUDENTS)
(Cont'd.)**

NOTE: Refer also to Policies #3280 -- Use of School Facilities, Materials, and Equipment
#3410 -- Code of Conduct
#5640 -- Smoking/Tobacco Use
#6150 -- Alcohol, Tobacco, Drugs, and Other Substances
(Staff)
#8210 -- Safety Conditions and Prevention Instruction
District *Code of Conduct*

2019

7580
1 of 3

Students

SUBJECT: SAFE PUBLIC SCHOOL CHOICE

Any District student who is a victim of a violent criminal offense that occurred on the grounds of the District elementary or secondary school that the student attends, will be allowed to attend a safe public school within the District to the extent required by federal and state law and regulations.

In accordance with Commissioner's regulations, "safe public school" means a public school that has not been designated by the Commissioner of Education as a persistently dangerous public elementary or secondary school.

Violent Criminal Offense

The Superintendent will determine if the student has been the victim of a violent criminal offense. "Violent criminal offense" means a crime that:

- a) Involves infliction of a serious physical injury upon another as defined in New York State Penal Law; or
- b) A sex offense that involves forcible compulsion; or
- c) Any other offense defined in New York State Penal Law that involves the use or threatened use of a deadly weapon.

Serious Physical Injury

"Serious physical injury" means a physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health, or protracted loss or impairment of the function of any bodily organ.

Deadly Weapon

"Deadly weapon" means any loaded weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged, or a switchblade knife, pilum ballistic knife, metal knuckle knife, dagger, billy, blackjack, plastic knuckles, or metal knuckles.

Determination Whether Student is a Victim

Procedures will be established for determination by the Superintendent of whether a student is a victim of a violent criminal offense that occurred on school grounds of the school the student attends. The Superintendent will, prior to making any determination, consult with any law enforcement agency

(Continued)

Students

SUBJECT: SAFE PUBLIC SCHOOL CHOICE (Cont'd.)

investigating the alleged violent criminal offense and consider any reports or records provided by the agency. However, a criminal conviction is not required prior to the Superintendent's determination that a student has been a victim of a violent criminal offense.

The Superintendent's determination may be appealed to the Board. However, this determination will not preclude any student disciplinary proceeding brought against the alleged victim or perpetrator of the violent criminal offense.

Notice to Parents or Persons in Parental Relation

The District will establish procedures for notification of parents of, or persons in parental relation to, students who are victims of violent criminal offenses of their right to transfer to a safe public school within the District and procedures for the transfer. This notice will be, to the extent practicable, provided in the dominant language or mode of communication used by the parents or persons in parental relation to the student. The District will notify the parents of, or persons in parental relation to, the student within 24 hours of the determination that the student has been the victim of a violent criminal offense on school grounds at the school he or she attends.

Written notice will be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of the determination at the last known address or addresses of the parents or persons in parental relation to the student. Where possible, notification will also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents or persons in parental relation.

However, such notification shall not be required where there are no other public schools with the District as the same grade level or a transfer to a safe public school within the School District is otherwise impossible.

Designation of Safe Public School

It is the responsibility of the District, based on objective criteria, to designate a safe public school or schools within the District to which students may transfer. Any student who transfers to a safe public school, in accordance with the provisions of this policy and applicable law and regulation, will be enrolled in the classes and other activities of the public school to which the student transfers in the same manner as all other students at the public school. The receiving school will be identified by the District and must be at the same grade level as the school from which the student is transferring. To the extent possible the District will allow transferring students to transfer to a school that is making adequate yearly progress and has not been identified as requiring school improvement, corrective action, or restructuring. Any student who transfers to a safe public school will be permitted to remain in the safe public school until the student has completed the highest grade level in the school transferred to.

(Continued)

SUBJECT: SAFE PUBLIC SCHOOL CHOICE (Cont'd.)

While the parents or persons in parental relation to the student must be offered the opportunity to transfer their child, they may elect to have the child remain at the school he or she currently attends.

20 USC § 7912
Education Law § 2802(7)
Penal Law § 10.00
8 NYCRR §§ 120.3 and 120.5

Adopted:

POLICY

2019

7511

Students

SUBJECT: IMMUNIZATION OF STUDENTS

Every child entering or attending a District school must present proof of immunization or proof of immunity by serology (blood test) if applicable unless a New York State licensed physician certifies that the immunization is detrimental to the child's health. The requirement for that immunization is waived until the immunization is no longer detrimental to the child's health.

Except for this exemption, the District may not permit a child lacking evidence of immunization to remain in school for more than 14 days, or more than 30 days for an out-of-state or out-of-country transferee who can show a good faith effort to get the necessary certification or other evidence of immunization.

The administration will notify the local health authority of the name and address of excluded children and provide the parent or person in parental relation a statement of his or her duty regarding immunization as well as a consent form prescribed by the Commissioner of Health. The school will cooperate with the local health authorities to provide a time and place for the immunization of these children.

For homeless children, the enrolling school must immediately refer the parent or guardian of the child to the District's homeless liaison, who must assist them in obtaining the necessary immunizations, or immunization or medical records.

The District will provide an annual summary of compliance with immunization requirements to the Commissioner of Health.

All schools will also post educational information on influenza and the benefits of influenza immunization which will be in plain view and available to parents.

Education Law §§ 310 and 914
Public Health Law §§ 613 and 2164
8 NYCRR §§ 100.2 and 136.3
10 NYCRR Subpart 66-1

NOTE: Refer also to Policy #7131 -- Education of Students in Temporary Housing

Adoption Date

POLICY

Mount Pleasant Cottage School UFSD
2019 8260
Instruction 1 of 5

SUBJECT: TITLE I PARENT AND FAMILY ENGAGEMENT

The District will collaborate with parents and other family members to help students participating in Title I programs reach their full academic potential and to improve the District's overall academic quality. As part of its collaboration, the District will conduct outreach; plan and implement programs, activities, and procedures for parent and family member engagement; and consult meaningfully with parents and family members.

District-Wide Parent and Family Engagement

To facilitate parent and family participation, the District will:

- a) Involve parents and family members in jointly developing this policy, its Title I Plan, and its support and improvement plans. If the parents or family members indicate that the Title I plan is not satisfactory, the District will submit their comments to the State Education Department along with the plan;
- b) Improve student academic achievement and school performance through coordination, providing technical assistance, and giving support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family engagement activities, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- c) Coordinate and integrate parent and family engagement strategies with other relevant federal, state, and local programs;
 - Parent Teacher Conferences
 - Open House
 - Newsletters
 - Student Publications
 - School Board Meetings
 - Student Handbook
 - Student Progress Reports
 - CSE Meetings
- d) Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of its Title I schools. The evaluation will include identifying:
 1. Barriers to greater participation by parents and family members in Title I activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
 2. The needs of parents and family members to assist with their child's learning, including engaging with school personnel and teachers; and

(Continued)

SUBJECT: TITLE I PARENT AND FAMILY ENGAGEMENT (Cont'd.)

3. Coordinate and integrate parental and family involvement strategies under Title I with those of other programs including, but not limited to, the Parent Resource Centers, Transitional Services and other programs
- e) Use the evaluation's findings to design evidence-based strategies for more effective parent and family member engagement, and to revise the policy, if needed;
- f) Involve parents and families in the activities of the Title I schools by participating in the review of their child's current academic progress and in cases where the student has a disability they are invited to help develop their child's Individualized Educational Plan (IEP) goals for the year. Student progress reviews specific to goal attainment will be sent home quarterly.
- g) Involve parents and family members of children in Title I programs in decisions regarding how funds reserved for parental involvement activities are spent by soliciting their input on the use of parental involvement funds at the beginning of each school year.

School-Level Parent and Family Member Engagement

The Board directs each school receiving Title I funds to develop a building-level parent and family member engagement plan with that school's parents and family members. In addition to the content included above, each school building-level plan will:

- a) Describe how to convene an annual meeting, at a convenient time, to inform parents and family members of their school's participation in Title I programs, to explain Title I requirements, and to identify the right of the parents and family members to be involved. All parents and family members of these children will be invited and encouraged to attend the meeting;
- b) Offer flexibility in scheduling meetings, and may provide transportation, or home visits related to parent and family member engagement, using Title I funds;
- c) Involve parents and family members in an organized, ongoing, and timely way in planning, reviewing, and improving Title I programs, including this policy;
- d) Provide parents and family members with timely information about programs, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, the achievement levels of the challenging state academic standards, and, if requested by parents or family members, opportunities for regular meetings to formulate suggestions and to participate in decisions relating to their child's education. The District will respond to any suggestions as soon as practicably possible; and

(Continued)

SUBJECT: TITLE I PARENT AND FAMILY ENGAGEMENT (Cont'd.)

- e) Develop a compact jointly with parents and family members that outlines how they, school staff, and students will share responsibility for improved student academic achievement. The compact will also detail the means by which the school and parents and family members will build and develop a partnership to help all children achieve the state's standards.
- f) Have a compact that:
 - 1. Describes the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment to enable these students to meet the challenging state academic standards;
 - 2. Describes the ways in which each parent or family member will be responsible for supporting the child's learning, volunteering in the child's classroom, and participating, as appropriate, in decisions relating to the child's education and positive use of extracurricular time; and
 - 3. Addresses the importance of communication between teachers and parents or family members on an ongoing basis through, at a minimum:
 - (a) Parent or family member-teacher conferences, at least annually, during which the compact will be discussed as it relates to the individual child's achievement;
 - (b) Frequent reports to parents or family members on the child's progress;
 - (c) Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities through each student's school counselor who serves as the student's advocate. The school counselor assists in providing high quality communication between school and parents or family members. In addition we strongly encourage parents or family members to attend CSE and other important meetings provided during the school year and will assist with transportation.
 - (d) Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

If the parents or family members believe that the building-level parent and family engagement plan is not satisfactory, the school will submit their comments when it makes the plan available to the District.

(Continued)

SUBJECT: TITLE I PARENT AND FAMILY ENGAGEMENT (Cont'd.)

To ensure effective involvement of parents and family members and to support a partnership among the school involved, parents and family members, and the community, to improve student academic achievement, the District and each school will:

- a) Provide assistance to parents and family members of children served by the District or school, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children by providing regular communications (i.e., Open House, newsletters, student progress mailing, school-parent phone contact), in order to assist parents in helping their child become college and/or career ready.
- b) Provide materials and training to help parents and family members to work with their children to improve their children's achievement, through goal setting and career planning as appropriate, to foster parental involvement;
- c) Ensure that information related to school and parent and family member programs, meetings, and other activities is sent to the parents or family members of participating children in a format and, to the extent practicable, in a language the parents or family members can understand;
- d) Provide other reasonable support for parent and family member engagement activities as parents or family members may request.

In addition, the District and each school may:

- a) Involve parents or family members in developing training for teachers, principals, and other educators to improve the effectiveness of this training;
- b) Provide necessary literacy training from funds received under this part if the District has exhausted all other reasonably available sources of funding for the training;
- c) Pay reasonable and necessary expenses associated with local parent and family member engagement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings and training sessions;
- d) Train parents or family members to enhance the involvement of other parents or family members;
- e) Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents or family members who are unable to attend these conferences at school, to maximize parent and family engagement and participation;

(Continued)

SUBJECT: TITLE I PARENT AND FAMILY ENGAGEMENT (Cont'd.)

- f) Adopt and implement model approaches to improving parent and family engagement;
- g) Establish a District-wide parent and family member advisory council to provide advice on all matters related to parent and family member engagement in supported programs; and
- h) Develop appropriate roles for community-based organizations and businesses in parent and family member engagement activities.

In carrying out the parent and family member engagement requirements, the District and its schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language they understand.

Procedures for Filing Complaints/Appeals

The District will disseminate free of charge to parents and family members of children in Title I programs, and to appropriate private school officials or representatives, adequate information regarding the District's written complaint procedures for resolving Title I issues.

Comparability of Services

The District will ensure equivalence among its schools of the same grade span and levels of instruction with regard to teachers, administrators, and auxiliary personnel, as well as equivalence in providing curriculum materials and instructional supplies in Title I programs.

Title I of the Elementary and Secondary Education Act of 1965 (ESEA), as reauthorized by the Every Student

Succeeds Act of 2015

20 USC §§ 6318 and 6321

34 CFR Parts 74-86, 97-99, and 200

Adoption Date