

POLICY COMMITTEE
Liverpool Central School District Board of Education
December 5, 2019 7am
District Office
Liverpool, New York 13090

Present: Dr. Mark Potter, Stacey Balduf, Craig Dailey, Joseph Morawski

The following policies were discussed.

Proposed New Policy:

NEW REQUIRED SAMPLE POLICY:

STUDENT VOTER REGISTRATION AND PRE-REGISTRATION - (#7440)

New required sample policy 7440, Student Voter Registration and Pre-Registration, was developed in response to a new law, Election Law section 5-507, which requires districts to adopt policies to promote student voter registration and preregistration. The new law is effective January 1, 2020. Under Election Law section 5-507, a person who is at least 16 years of age and is otherwise qualified to register to vote may pre-register to vote, and will then be automatically registered upon reaching the age of eligibility as provided by law.

Election Law section 5-507 further states:

“ Local boards of education are required to adopt policies to promote student voter registration and pre-registration. These policies may include collaboration with county boards of elections to conduct voter registration and pre-registration in high schools. Completion and submission of voter registration or pre-registration forms shall not be a course requirement or graded assignment for students.”

Going to BOE

Proposed Policy Revisions:

Information Security Breach and Notification – Policy 5672

This required policy was revised in response to amendments to State Technology Law Section 208 which was updated to keep pace with current technology. The revised sample policy reflects an updated definition of “private information,” as well as an expanded Notification Requirements section. Other revisions were made to the sample policy for clarity and consistency with the revised law.

Our District Information Officer has reviewed this revision. We have re-reviewed all our vendor contracts. District continues to monitor how we transmit and disseminate data and information. State is still working on all the rules.

Go to BOE.

School Safety Plans – Policy 5681

This policy was revised in response to recent Office of the State Comptroller audits and amendments to 8 NYCRR Section 155.17, School Safety Plans. The amendments to 8 NYCRR Section 155.17 clarified that the District-wide school safety plan and all amendments to the plan must be submitted to the Commissioner, in a manner prescribed by the Commissioner, within 30 days after adoption, but no later than October 1, 2019 and each subsequent October 1 thereafter. Additionally, the amendments also require that building-level emergency response plans and any amendments to the plans must be submitted to the appropriate local law enforcement agency and the state police within 30 days of adoption, but no later than October 1, 2020 and each subsequent October 1 thereafter. The regulations require that each Board adopt a comprehensive District-wide school safety plan and all building-level emergency response plans by September 1 of each school year. The revised sample policy clarifies deadlines and reflects the revisions to the regulation noted above. The Comptroller's audits raised several concerns about these plans including that some District-wide school safety plans did not have all of the elements required by law and regulation. Previously, Policy Services addressed some, but not all, of these required elements in the sample policy. However, in light of the findings by the Comptroller, Policy Services relocated these required elements to a new list in the District-Wide School Safety Plan section. This new list more clearly delineates the required elements and includes required elements previously not included in the sample policy. Elements required by law and regulation to be in a building-level emergency response plan were not added to the sample policy due to the confidential nature of building-level emergency response plans. Finally, other revisions were made to the sample policy for clarity and consistency purposes, as well as to remove duplicative language.

New rule: Public comment period for District Wide Plan. Significantly changing what goes into the plan. Deadline is Sept 1 for District Wide plan. As a District will probably put this on the ReOrg Calendar in July to meet the 30-day comment period. Oct 1 for confidential Building Wide plan.

Send to BOE

Leaves of Absence – 6550. **Please note – LCSd does not have this policy. Much of the language is covered in our various contracts. I have provided a copy of the policy along with the suggested revisions for your information.**

This sample policy was revised in response to changes to Election Law Section 3-110 and Executive Law Section 296(22). Under Election Law Section 3-110, an employee who is a registered voter may take up to three hours of paid leave to vote in certain elections. In response to this change, subsection j), Voting, was added to the sample policy. Under Executive Law Section 296(22), it is an unlawful discriminatory practice for a district to refuse to provide a reasonable accommodation to an employee who is known to the district to be a victim of domestic violence when the employee must be absent from work for a reasonable time unless such absence would cause undue hardship to the district. In response to this change, subsection

g), Victims of Domestic Violence, was added. Other revisions were made to the sample policy for clarity and consistency purposes.

Table for now...talk to lawyer and follow the law.

Dignity for All Students – Policy 7550

This **required** policy was revised in response to a recent Office of the State Comptroller audit which found that material incidents of harassment, bullying, and/or discrimination, as defined in 8 NYCRR Section 100.2(kk)(1)(ix), were not being properly reported or investigated in a timely manner. The revised sample policy more clearly details the requirements outlined in law and regulation with respect to internal reports and investigations of harassment, bullying, and/or discrimination, including emphasizing timing requirements in law and regulation. Additionally, the revised sample policy now has language related to the reporting of material incidents of harassment, bullying, and/or discrimination to the Commissioner.

Mark to check to see if page 2 Training and Awareness...consistent with guidelines approved by Board.

At least once per year each Principal report on data and trends.

Take out thoroughly.
Need clear protocols.

Bring it back next meeting.

Comprehensive Student Attendance - 7110 **Please note this policy revision was tabled at the October 21, 2019, Board of Education meeting for further review.******

This required sample policy was revised in light of a NYSED memo on accurately reporting attendance and chronic absenteeism data and a Comptroller's audit related to chronic absenteeism. On page six, a section titled "Chronic Absenteeism" was added. This section defines chronic absenteeism. On page seven, the "Intervention Strategy Process" section was revised to indicate that the District will intervene when patterns of excused absences (which relates to chronic absenteeism) are identified.

Table and clean up "customize". Will is used as it is a more societal accepted term and understood than shall.

Sexual Harassment in the Workplace - 6121

During a recent review of the current policy, our attorney noted that the wording "severe and pervasive" should no longer appear in the policy due to a change in the law. Erie 1 has not yet provided suggested revisions to this policy.

Went to attorneys. Go to BOE. One line changed.

Next meeting: February 6, 2020 at 7am