

PERSONNEL GOALS

The Board of Education recognizes that the school district's central goal – the education of children – is wholly dependent on the dedication and work provided by the school district's employees. The Board seeks to develop and implement personnel policies that will allow and enhance the ability of staff to educate children.

The specific goals that will guide the Board as it develops personnel policies are:

1. To hire and retain the best and most qualified staff available
2. To ensure staff are evaluated in a rigorous and meaningful manner
3. To grant tenure to staff who have performed at the highest level and
4. To provide professional development and training to staff to improve their skills.

Although the Board is the employer of all staff in the district, the Board recognizes that the Taylor Law requires the district to negotiate in good faith with recognized or certified employee organizations over wages, hours, and all other terms and conditions of employment as defined by the Taylor Law or as interpreted by the Public Employment Relations Board. The school district will fully comply with the requirements of the Taylor Law.

All other employees in the district who are not represented by a recognized or certified employee organization will receive fair compensation and benefits for the work they provide.

In return for the compensation and benefits provided to district staff, the Board expects employees to render the quality of service that enables children to learn at the highest level possible and seek continuous improvement in the service they provide.

Cross-ref: 0100, Equal Opportunity

Ref: Education Law §§ 1604(8), 1709(16), 2503(3), 2554(2), 3012(1)(a) (Board's authority to hire employees)
 Education Law § 3012(2) (Board's authority to grant tenure to teachers)
 Civil Service Law §204 ("Taylor Law" requires school district to negotiate with unions)
 8 NYCRR §100.2(o)(2) (school district required to evaluate teachers)
 8 NYCRR §100.2(dd)(2)(ii)(a) (school district required to provide professional development)

Adoption date: February 27, 2008

CONFLICT OF INTEREST

The Board of Education is committed to avoiding any situation in which the existence of simultaneous, conflicting interests in any officer or employee may call into question the integrity of the management or operation of the school district. Therefore:

Employment of Relatives

The Board of Education, recognizing the need to maintain objectivity in the hiring and in the evaluation of staff, has determined it will be in its best interest to:

- a. Avoid conflicts of interest between work-related and family related obligations;
- b. Reduce favoritism or even the appearance of favoritism; and
- c. Prevent family conflicts from affecting the workplace.

Accordingly, the District shall not hire relatives, as defined below, of employees or Board members for employment if:

1. One relative would supervise or have disciplinary authority over another;
2. One relative would audit the work of another;
3. The interest of either the relative and the employee, or the relative and the District, would be in conflict; or
4. The hiring of relatives could result in a conflict of interest with existing vendors of the District.

The District shall only hire relatives of Board members upon consent of two-thirds of the members of the Board of Education. Board members will be expected to declare such relationships prior to the vote.

An employee may not work in a position where his or her supervisor or supervisor's supervisor is a relative.

If a relative of an employee is elected to the Board of Education after the employee has been working in the District, the employee's position and/or employment in the District shall be unaffected by his/her relative's position on the Board of Education.

If employees become relatives after both employees are hired by the District, the employees shall not thereafter work in any position or location where a direct line of supervision exists between such employees.

Relationship status of applicants will be required on all employment applications.

Relatives shall include spouses, sons, daughters, brothers, sisters, fathers, mothers, grandfathers, grandmothers, aunts, uncles, nieces, nephews, brothers-in-law, sisters-in-law, sons-in law, daughters-in law, fathers-in-law, and mothers-in law.

Other Conflicts of Interest

No person employed by the district shall negotiate or execute any contract on behalf of the district for the purchase, sale or lease of real or personal property, services of any nature, nor for insurance without first having determined the common price for such property, services or insurance, or requesting bids from all potential providers of such property, services or insurance.

No person employed by the district shall allow any matter, concern or interest, personal, financial or otherwise, to influence or interfere with the performance of his or her duties. Should such a matter, concern or interest arise, the employee shall bring the matter to the attention of his or her supervisor or the Board to seek ways to reduce or eliminate the influence or interference.

The Board affirms its commitment to adhere scrupulously to all applicable provisions of law regarding material conflicts of interest.

Knowing or willful violation of this policy by any employee may result in disciplinary action up to and including dismissal.

Any officer, employee or member of the public noting or suspecting a violation of this policy is encouraged to bring the matter, either in confidence or in public, to the Board or the Superintendent of Schools.

Cross-ref: 2160, School District Officer and Employee Code of Ethics
9240, Recruiting and Hiring

Ref: General Municipal Law §§800 et seq.
Education Law §§410; 3016
Labor Law §201-d
Dykeman v. Symonds, 54 AD2d 159 (4th Dep't 1976)

Adoption date: February 27, 2008

STAFF COMPLAINTS AND GRIEVANCES

Grievance procedures are designed to resolve conflicts that may arise among various members of the staff. These procedures are defined in collective bargaining agreements. Staff members have the right to present complaints and grievances in accordance with the established procedures free from coercion, interference, restraint, discrimination or reprisal.

The district shall implement a multi-stage grievance procedure and an appellate stage for the settlement of grievances pursuant to the General Municipal Law. In addition, the district shall implement procedures and regulations and designate an employee to carry out the responsibilities under Title IX and Section 504 of the Rehabilitation Act or the Americans with Disabilities Act (ADA).

This policy and accompanying regulation (9140.1-R) provide grievance procedures for those employees not covered by collective bargaining agreements or whose negotiated agreements do not include grievance procedures. Staff complaints that are not covered under the General Municipal Law, or cannot be resolved under procedures of Title IX and Section 504 or the ADA shall be subject to the discretion of the Board of Education as to the method by which the complaint may be brought.

Annual Notification

At the beginning of each school year, the district shall publish a notice of the established grievance procedures for resolving complaints of discrimination due to sex and/or disability to parents/guardians, employees, eligible students and the community. The public notice shall:

1. inform parents, employees, students and the community that vocational education programs are offered without regard to sex, race, color, national origin or disability;
2. provide the name, address and telephone number of the person designated to coordinate activities concerning discrimination due to sex and/or disability; and
3. be included in announcements, bulletins, catalogues, and applications made available by the district.

Cross-ref: 0100, Equal Opportunity

Ref: Americans with Disabilities Act, 42 USC §12111-12117; 12210
General Municipal Law, Article 15-c
Title IX, Education Amendments of 1972, 20 USC Chapter 38; 45 CFR
Part 86
Rehabilitation Act of 1973, §504; 29 USC §794
Civil Service Law, Article 14
Matter of Gatje, 24 EDR 191 (1984)

Adoption date: February 27, 2008

STAFF COMPLAINTS AND GRIEVANCES REGULATION*Definitions*

1. *Grievant* shall mean an employee who alleges that there has been a violation of Title IX, Section 504 or the Americans with Disabilities Act (ADA) statute or regulations which affect him/her.
2. *Grievance* shall mean any alleged violation of Title IX, Section 504 or ADA statute or regulations.
3. *Compliance Officer* shall mean the employee designated by the Board of Education to coordinate efforts to comply with and carry out responsibilities under Title IX, Section 504 and the ADA.

This regulation and accompanying policy (9140.1) provide grievance procedures for those employees not covered by collective bargaining agreements or whose negotiated agreements do not include grievance procedures. The resolution of staff complaints alleging any action prohibited by Title IX, Section 504 of the Rehabilitation Act or the ADA shall be dealt with in the following manner:

*Stages**A. Stage I--Compliance Officer*

1. Within 30 days after the events giving rise to the grievance, the grievant shall file a grievance in writing with the Compliance Officer. The Compliance Officer may informally discuss the grievance with the grievant. He/She shall promptly investigate the complaint. All employees of the school district shall cooperate with the Compliance Officer in such investigation.
2. Within 15 days of the receipt of the grievance, the Compliance Officer shall make a finding in writing that there has or has not been a violation of Title IX, Section 504 of the Rehabilitation Act or the ADA. In the event the Compliance Officer finds that there has been a violation, he/she shall propose a resolution of the complaint.
3. If the grievant is not satisfied with the finding of the Compliance Officer, or with the proposed resolution of the grievance, the grievant may, within 15 days after he/she has received the report of the Compliance Officer, file a written request for review by the Superintendent of Schools.

B. Stage II--Superintendent of Schools

1. The Superintendent may request that the grievant, the Compliance Officer, or any member of the school district staff present a written statement to him/her setting forth any information that such person has relative to the grievance and the facts surrounding it.

2. The Superintendent shall notify all parties concerned as to the time and place when an informal hearing will be held where such parties may appear and present oral and written statements supplementing their position in the case. Such hearing shall be held within 15 school days of the receipt of the appeal by the Superintendent.
3. Within 15 days of the hearing, the Superintendent shall render his/her determination in writing. Such determination shall include a finding that there has or has not been a violation of Title IX, Section 504 of the Rehabilitation Act or the ADA, a proposal for equitably resolving the complaint.
4. If the grievant is not satisfied with the determination of the Superintendent, the grievant may, within 15 days after its receipt, file with the Clerk of the Board of Education, a written request for review by the Board.

C. Stage III--Board of Education

1. When a request for review by the Board has been made, the Superintendent shall submit all written statements and other materials concerning the case to the President of the Board.
2. The Board shall notify all parties concerned of the time and place when a hearing will be held. Such hearing will be held within 15 school days of the receipt of the request of the grievant. All parties concerned shall have the right to present further statements and testimony at such hearing.
3. The Board shall render a decision in writing within 15 days after the hearing has been concluded.

Adoption date: February 27, 2008

RECRUITING AND HIRING

The Board of Education believes that the quality of the district's employees in large part determines the quality of the education offered to the district's students. As the employer for the school district, the Board will provide and maintain qualified and certified instructional and support personnel to carry out the educational programs of the district.

The Superintendent of Schools shall implement and maintain a high-quality recruiting and hiring program to attract, secure and retain the best-qualified staff to meet the needs of students and the district.

New or Revised Positions

The Superintendent and administrators designated by the Superintendent will develop recommended qualifications for all new positions in the district and review the qualifications for all existing positions as necessary. The Superintendent must approve all recommended qualifications for all new and existing positions. The Board must approve the qualifications for all new positions in the district and revisions of the qualifications for existing positions.

The Superintendent shall refer all proposals for the creation or reclassification of all unclassified (non-instructional) positions and a statement of the duties for these positions to the Nassau County Civil Service Commission for classification.

The Superintendent and administrators designated by the Superintendent shall maintain job descriptions that incorporate the qualifications and job duties for all positions in the school district.

Recruiting

The district will seek the most qualified candidates for vacant positions by recruiting from a variety of sources, including present staff. District employees may apply for all positions for which they meet the certification and other stated qualifications.

The Board and its employees will adhere to the practice of recruiting and hiring personnel without regard to age, color, creed, disability, marital status, national origin, race, religion, sex or any other status protected by federal or state law.

Hiring

Through standard recruiting and hiring procedures, the Superintendent will ensure that candidates for district employment meet all the qualifications set

for the position sought. The district will comply with all the requirements of the Education and Civil Service laws, including any fingerprinting requirements.

The Superintendent will recommend individuals for employment in the school district. The District Administrators will recommend individuals for employment to the Superintendent. The Superintendent must recommend all individuals for employment to the Board. The Board must approve of all individuals who are employed by the school district.

Cross-ref: 0100, Equal Opportunity
9120.1, Conflict of Interest

Ref: Age Discrimination in Employment Act (ADEA), 29 USC §§621 *et seq.* (prohibiting discrimination on the basis of age)
Americans with Disabilities Act (ADA), 42 USC §§12101 *et seq.* (prohibiting discrimination on the basis of disability)
Civil Rights Act of 1964 (Title VII), 42 USC §§2000e *et seq.* (prohibiting discrimination on the basis of color, national origin, race, religion and sex)
Rehabilitation Act of 1973 (Section 504), 29 USC §794 (prohibiting discrimination on the basis of disability)
Title IX, 20 USC §§1681 *et seq.* (prohibiting discrimination on the basis of sex)
New York State Constitution, article V, §6 (requiring public employees be appointed on the basis of merit and fitness)
Civil Service Law §§22, 40-44, 61(1) (rules on classified positions)
Education Law §§1604(8), 1709(16), 2503(3), 2554(2), 3012(1)(a) (board's authority to hire employees)
Education Law §§1604(39), 1709(39), 1804(9), 1950(4), 2503(18), 2554(25) (fingerprinting requirements)
Executive Law §§290 *et seq.* (prohibiting discrimination on the basis of age, color, creed, disability, marital status, national origin, race or sex)

Adoption date: February 27, 2008

CONDITIONAL APPOINTMENT STUDENT SAFETY

The Board of Education recognizes that there may be instances in which it is necessary, upon recommendation of the Superintendent of Schools, for the Board to conditionally appoint or to make an emergency conditional appointment of a prospective employee. To provide for the safety of students who have contact with an employee holding a conditional appointment or an emergency conditional appointment, the Board adopts the following policy.

No district employee who holds a conditional or emergency conditional appointment shall be in contact with students other than to provide instruction and/or other required services.

No district employee who holds a conditional or emergency conditional appointment shall teach a class or provide services to students with his/her classroom or office door closed unless the Building Principal has provided express prior permission to do otherwise.

The Building Principal or his/her designee shall, at least twice a week, monitor the activities of such employees while on school district property during the period of their conditional or emergency conditional appointment.

In addition, the district will ensure that all personnel, including conditional and emergency conditional appointed employees, are aware of and receive training regarding the prohibition against child abuse in an educational setting and of their responsibility for reporting any such abuse. All conditionally appointed and emergency conditionally appointed employees receive this training at the time of their initial contingency appointment.

For purposes of this policy, the terms “conditionally appointed” and “emergency conditional appointment” shall refer to any employee holding conditional or emergency conditional appointment, as defined in Section 1709 of the Education Law.

Ref: Education Law §§1125-1133, 1709
8 NYCRR §§100.2 (hh); Part 87

Adoption date: February 27, 2008

STAFF EVALUATION

The Board of Education believes that the regular, rigorous and meaningful evaluation of staff is necessary to improve the achievement of students and the efficiency of district operations. To this end, the Superintendent of Schools shall be responsible for ensuring that all district employees are evaluated annually and receive additional staff training, if necessary, to improve their skills.

Administrators

All administrators reporting directly to the Superintendent in the school district shall be evaluated annually by the Superintendent in accordance with any applicable collective bargaining agreement. Administrators not reporting to the Superintendent shall be evaluated annually by their respective supervisors.

Professional Employees

All professional employees (teachers, counselors, school psychologists and social workers) shall be evaluated annually in accordance with any applicable collective bargaining agreement and the district's Professional Performance Review Plan. The plan shall include criteria for evaluating teachers and other professional employees, assessment methods, plans to improve unsatisfactory teacher performance, and training for evaluators.

The Superintendent or his/her designee shall collaborate with teachers, pupil personnel professionals, administrators and parents in developing the plan. The Superintendent shall be responsible for selecting those individuals with whom he or she will collaborate in the development of the plan. The Superintendent or his/her designee shall meet with a group of such individuals at least once each year.

The Superintendent shall submit the district's Professional Performance Review Plan, if any changes are recommended, to the Board at its reorganizational meeting each July. At that meeting, the Board may request that the Superintendent reconsider or reexamine certain aspects of the plan, in which case, the Superintendent will resubmit the plan at the Board's first regular meeting in August.

The Board must approve the amended plan before it becomes effective. The approved plan for each school year will be available in the district offices by September 10 of each year.

Training

The Superintendent shall ensure that all staff that are required to evaluate other staff are provided sufficient training in assessment and evaluation.

Cross-ref: 9700, Staff Development

Ref: 8 NYCRR § 100.2(o)(2) (Professional Performance Review Plans)

Adoption date: February 27, 2008

COMPENSATION AND BENEFITS

The Board of Education believes that the district's employees should receive fair compensation and benefits for the work it provides in serving the children of our community. To this end, the Superintendent of Schools shall be responsible for establishing and administering the compensation and benefits provided to the district's employees.

The Board and the school district will comply with all applicable federal and state laws that require minimum compensation and benefits be provided to employees.

Employees Covered by Collective Bargaining Agreements

The compensation and benefits for employees who are represented by recognized or certified employee organizations are established by collective bargaining agreements negotiated between the employee organizations and the district. The district will negotiate in good faith over these issues, as required by law, and will fully comply with the requirements of the Taylor Law and the collective bargaining agreements it enters into with its employees.

To ensure that the compensation and benefits provided to employees are fair and within the parameters of the district budget, the Board reserves its right to approve all additional funding required by the provisions of a tentative collective bargaining agreement, in addition to any right of ratification that is secured by the district's negotiation representative(s).

Employees Not Covered by Collective Bargaining Agreements

The compensation and benefits for employees who are not represented by recognized or certified employee organizations shall be recommended by the Superintendent, with approval by the Board. Compensation and benefits shall be contained in a Memorandum of Employment signed by the Board of Education President, with Board approval.

Ref: Consolidated Omnibus Budget and Reconciliation Act of 1985 (COBRA), 42 USC §§300bb-1 *et seq.* (federal law that requires the continuation of health insurance benefits under certain circumstances)
Fair Labor Standards Act (FLSA), 29 USC §§200 *et seq.* (federal law that requires a minimum wage and overtime for non-exempt employees)
Family and Medical Leave Act of 1993 (FMLA), 29 USC §§2610 *et seq.* (unpaid leave of absence for certain family and medical situations)
Civil Service Law §§200 *et seq.* (requirement to negotiate with unions)
Education Law §3005-b (requires a minimum sick leave allotment and accumulation for teachers)

Adoption date: February 27, 2008

REPORTING FINANCIAL WRONGDOING

The Board of Education recognizes its fiduciary responsibility to ensure an environment of sound fiscal management in the district. To this end, the Board establishes an avenue for employees, students, and members of the public to report wrongdoing or suspected wrongdoing to the Audit Committee, in such a way as to ensure the confidentiality of the source.

The procedure for reporting inappropriate financial activities shall be as follows:

1. Complaints

- a. Any person with a complaint regarding accounting, internal accounting controls, or auditing matters may report his/her complaint to a member of the Audit Committee of the Board of Education. Complaints must be in writing.
- b. Employees with concerns regarding questionable accounting or auditing matters may forward those concerns on a confidential and anonymous basis to the Audit Committee.
- c. Copies of all communications received under (a) or (b) (reduced to writing if received electronically) by any person other than a member of the Audit Committee shall be promptly forwarded to the Audit Committee in a sealed envelopes marked "Confidential."

2. Scope of Matters Covered by these Procedures

These procedures will cover submitted complaints and concerns on accounting, internal auditing controls, or auditing matters including, but not limited to the following:

- Fraud or deliberate error in the preparation, evaluation, review or audit of any financial statement of the District;
- Fraud or deliberate error in the recording and maintaining of financial records of the District;
- Deficiencies in or noncompliance with the District's internal accounting controls;
- Misrepresentation or false statements to or by a senior administrator or accountant regarding a matter contained in the financial records, financial reports, or audit reports of the District; and
- Deviation from full and fair reporting of the District's financial condition.

3. Treatment of Complaints

The Audit Committee will determine whether a submitted complaint or concern is appropriate for investigation.

All investigations will be conducted by the Audit Committee or such persons as the Audit Committee determines to be appropriate under the direction and oversight of the Audit Committee.

All investigations will be conducted in a confidential manner, to the extent possible, consistent with the need to conduct a complete review.

Any person assigned by the Audit Committee, shall as promptly as possible, report in writing to a member of the Audit Committee the results of any investigation. The Audit Committee shall, at its regularly scheduled meetings or at special meetings called at any time, review all reports and shall determine the corrective or disciplinary action, if any, to be taken.

4. Reporting and Retention of Complaints and Investigations

The Audit Committee will maintain a log of all complaints, tracking their receipt, investigation and resolution and shall prepare a periodic summary report thereof for delivery to the Board of Education.

5. Whistleblower Protections

Employees, who have a reasonable belief, that the conduct about which he or she complains, constitutes a violation of law, rule or regulation by the school district are protected by Section 75-b of the New York State Civil Service Law. Accordingly, the District shall take no action to terminate or other adverse personnel action against an employee because he or she disclosed information to a governmental body regarding a violation of a law, rule or regulation where the violation: 1) creates and presents a substantial and specific danger to the public health or safety; or 2) is one which the employee reasonably believes to be true and reasonably believes constitutes an improper school district action.

Before reporting any such information to another governmental agency, and in order to obtain the protections of Section 75-b of the Civil Service Law, an employee must make a good faith effort to provide the audit committee, or where the allegations involve the audit committee, to the Board of Education with the information to be disclosed. This "Whistleblower Protection" shall extend to retaliation consisting of adverse personnel action affecting an employee's compensation, appointment, promotion, transfer, assignment, reassignment or evaluation of performance.

Further protection of a school employee who reports information regarding illegal or inappropriate financial practices shall be accorded the employee pursuant to Section 3028-d of the New York State Education Law. Any employee of the school district, having reasonable cause to suspect that the fiscal practices or actions of an employee or officer of the school district violate any local, state or federal law or rule and regulation, relating to the financial practices of the district and who in good faith reports such information to the audit committee or an official of the school district or to the Office of the State Comptroller, the Commissioner of Education or to law enforcement authorities, shall have immunity from any civil liability that may arise from the making of such report. Neither the school district nor its employees or officers shall take, request, or cause a retaliatory action against any such employee who makes such a complaint or report.

6. Dissemination of Procedures

These procedures shall be disseminated through publication in employee handbooks, and posted in employee lounges, and it shall be distributed to all employees with fiscal accounting and/or money handling responsibilities on an annual basis. Included with these procedures shall be information on contacting the Audit Committee by phone or e-mail, and instructions on how employees and others may submit any complaints or concerns in accordance with these procedures.

Cross-ref: 6690, Audit Committee

Ref: Civil Service Law §75-b
Education Law §3028-d
Labor Law §740
Garrity v. University at Albany, 301 A.D. 2d 1015 (3rd Dept. 2003)
Matter of Brey v. Bd. of Educ., 245 A.D. 2d (3rd Dept. 1997)

Adoption date: February 27, 2008

WHISTLEBLOWER PROTECTION FOR EMPLOYEES

As part of Chapter 181 of the laws of 2000, Section 6 of the Safe Schools Against Violence in Education (SAVE) legislation, any school employee who has reasonable cause to suspect that a person has committed an act of violence in or on school property or upon a student, school employee or volunteer either on school grounds or elsewhere, or that a person has brought a gun, knife, bomb, or other dangerous instrument on school grounds will have immunity from civil liability for reporting those suspicions in good faith to school officials, to the commissioner, or law enforcement officials. Such employee will also be protected from any retaliatory action by the school district or other school employees.

Cross-ref: 5300, Code of Conduct
5710, Violent or Disruptive Incident Reporting

Ref: Education Law §3028-c

Adoption date: February 27, 2008

STAFF DEVELOPMENT

The Board of Education believes that staff training and development help ensure the success of educational programs and improve the efficiency of the district. Therefore, the district will provide development opportunities to staff to increase their effectiveness and job performance. The Superintendent of Schools shall be responsible for overseeing the implementation and administration of staff development programs for the district's employees.

Administrators

All administrators in the school district will receive appropriate training and professional development in accordance with law, regulation or any applicable collective bargaining agreement. The Superintendent will be responsible for providing such training and development.

Teachers

All teachers will be provided with substantial professional development opportunities directly related to student learning in accordance with any applicable collective bargaining agreement and the district's Professional Development Plan. The plan shall include:

- A needs analysis, goals, objectives, strategies, activities and evaluation standards for professional development in the district and a description of how the district will provide all teachers substantial professional development activities directly related to student learning needs identified in school report cards and other sources.
- A description of how the professional development provided will align with New York standards and assessments, teacher capacities and student needs, including linguistic, cultural diversity and special needs. Activities must be articulated across grade levels and subject areas and show how they will be provided and measured in a continuous manner.
- A description of how it will provide teachers holding a professional certificate with opportunities to maintain their certificate in good standing by successfully completing 175 hours of professional development every five years.
- A mentoring program to provide support for new teachers in order to ease the transition from teacher preparation to practice, thereby increasing retention of teachers in the public schools, and to increase the skills of new teachers in order to improve student achievement.

The Board shall establish a Professional Development Committee to review and revise the district's Professional Development Plan annually.

The Professional Development Committee shall meet on or before October 1. The Superintendent or his/her designee will serve as the chair of the Committee and will be responsible for ensuring the timely review and revision of the district's Professional Development Plan.

The Professional Development Committee will submit any recommended revisions to the Professional Development Plan to the Board by April 1. The Board will consider the recommendations at its first regular meeting thereafter. The Board may accept or reject the recommendations of the Committee in whole or in part. The Board may also request any additional information or data needed to evaluate the success of the program in achieving its objectives.

Any further changes in the plan must be submitted to the Board by June 1. The Board will consider and act on the revised plan by June 30th. The Board reserves the right to make changes to the revised plan.

Other Professional Staff and Support Staff

The district will provide staff development activities for other professional staff and support staff within the financial constraints of the district budget and in accordance with applicable collective bargaining agreements.

Other Staff Development Opportunities

The Board recognizes that many staff development opportunities are provided through non-school district sources. Within budgetary restraints, district employees may attend conferences, workshops, study councils, in-service courses, summer study grants, school visitations, and other relevant staff development opportunities with the approval of the Superintendent.

Released time and reimbursement for such activities will be available upon approval of the Superintendent and in accordance with applicable collective bargaining agreements. The Superintendent may establish regulations pursuant to this policy to establish the circumstances under which such released time and reimbursement may be available. Staff members who attend such activities will be required to prepare a report or summary of the activity attended.

Cross-ref: 9420, Staff Evaluation

Ref: Education Law §3604(8) (Superintendent conference days)
8 NYCRR §100.2(dd) (Professional Development Plans)
8 NYCRR §100.2(o)(iii)(b)(5) (required training on conducting staff evaluations)

Adoption date: February 27, 2008

**EMPLOYEE AND VOLUNTEER PROTECTION
AND PUBLIC OFFICERS LAW**

The Board of Education acknowledges its obligation under Education Law to protect any employee or volunteer from financial loss due to lawsuit concerning an action by the employee while in the discharge of his or her assignment provided the employee or volunteer provides the district with a copy of any summons, complaint, etc. within ten days of its service.

The Board of Education, in accord with Subdivision 2 of Section 18 of the Public Officers Law of the State of New York, hereby adopts Section 18 of the Public Officers Law and the benefits contained therein for all parties as defined by Subdivision 1(b) of Section 18 and does hereby confer all the benefits of Section 18 of the Public Officers Law to all parties defined and described in Section 1(b).

Adoption date: February 27, 2008

Adoption date: November 19, 2008