

Deer Park Union Free School District
MAY 16, 2023 BUDGET VOTE
BUDGET DEVELOPMENT CALENDAR

DRAFT

DATE	BUDGET TASK	RESPONSIBILITY
11/7/22	Proposal requests to vendors for 2023-2024 services	Business Office
*11/29/22	Calendar to BOE for approval – discuss direction and parameters	
Nov	Administrator budgets entered by business office, budget reports prepared	
12/2/22	Budgets from administrators due	Individual Admins
12/5-9,2022	DO meetings with budget administrators to review	DO, Admins
12/12/22	Review current year expenditures	Jimenez
1/3/23	Input salary and personnel projections, staffing requests due	
1/5/23	Business office provides working budget to Superintendent	
1/6/23	Schedule student activities for day of vote	Principals
*1/10/23	Full administrative review and approval of 1st draft	All Admin
1/17/23	Revise budget according to State Aid projections	DO
	Fixed contractual expenses calculated and entered	Jimenez/Cummings/ Reynolds
	Calculate/enter revenue, project State Aid	Jimenez
Early Feb	Review BOCES cosers / project next year's BOCES expenses	DO(Consult Admin)
Feb	Student registration in PIG / Eco	Cobb/Kozlowsky
2/17/23	Budget sent home in packet	Superintendent
2/9/23- 2/17/23	Calculation of tax levy limit sent to State Comptroller, Commissioner of Education, and Commissioner of Taxation and Finance	Jimenez
*2/28/23	Budget presented to BOE – introduction	BOE/DO
After 3/1/23	BOE Candidate Petitions available for pick up from the District Clerk by appt.	District Clerk
*3/7/23	BOE review specified codes	BOE/DO
3/17/23	Last day voter propositions (60 days prior to vote)	District Clerk
*3/21/23	BOE review specified codes - conclude BOE modifications/Public input meeting	BOE / DO
3/22-24, 2023	Possible revisions entered	Business Office
3/28-4/1, 2023	1 st Public notice at least 45 days prior, 4x before vote	District Clerk
April	Publish budget notice in district newsletter	Syntax
*4/11/23	BOE discuss questions raised at workshops	BOE/DO
	Full administrative review and approval	DO/Admin
	Official adoption of budget	BOE
*4/11/23	Tax report card approved – must be submitted to SED by 4/21/23	Jimenez
4/17/23	Meet with Syntax to prepare public presentation/materials	Superintendent/Syntax
	Budget booklet sent to printer	Meg/Larry Mangan
	Last day for petition to run for BOE – Petitions returned NLT 5:00 PM	District Clerk
4/18/23	Drawing of ballot position – Time TBD – Ballots finalized	District Clerk
*5/9/23	Budget available to public at least 7 days prior to public hearing	Business Office
	Budget booklet available / mailed	
Early May, 2023	Voter Registration – in person - check the website for specific times/dates	District Clerk
*5/9/23	Public Hearing/ 7-14 days prior to vote	
	Receipt of Absentee Ballot APPLICATION (if ballot is to be MAILED to voter)	
5/10/23	Budget comparison cards mailed 6 days prior to vote (Budget Notice)	Jimenez
5/16/23	Absentee ballots received by District Clerk no later than 5PM, day of vote	District Clerk
	Budget vote	
	Students vote	Principals

****** indicates BOE meeting

May 16, 2023 Budget Vote *Planning Calendar*

DATE	Budget Activity / Category (Budget Code)
February 17, 2023	Budget sent home to BOE
February 28, 2023*	Introduce Budget to Public
March 7, 2023	Fringe Benefits, Capital, Debt Service (9000), BOE, Central Admin, Finance (1010-1399) Revenues and Tax Levy Legal Services, Personnel (1420-1499) Central Services / Buildings and Grounds (1620-1989) Supervision / Instructional (2010-2020), Instruction (2110-2170)
March 21, 2023	Special Education (2250-2259) Special Schools, PPS (2280,2320-2350, 2805-2832) Athletics, Pool, Co-Curricular (2850, 2851-2855, 2856) Transportation (5500) Instructional Media (2610-2612) Technology (2630) Public Input/BOE Modifications
April 11, 2023	Official Adoption of Budget
April 25, 2023	Budget Available to Public
May 9 2023	Public Hearing
May 16, 2023	Budget / Board of Education Trustees Vote (7:00 A.M. to 9:00 P.M.)

The Deer Park Board of Education and district administration will review budget areas as outlined in the planning calendar above. All meetings will be held in the administration building at 7:30 P.M. or at the location and time advertised if on the date of a regular open meeting. The 2023-2024 Budget may be discussed at regularly scheduled Board of Education meetings as well as these budget work sessions.

*The board may enter into executive session to discuss matters related to the financial history of non-contractual school administrators who are employed by the District.

PUBLIC COMMENT AT BOARD MEETINGS

The Board of Education encourages public comment on school related matters at Board meetings. To allow members of the public to address the Board, a period not to exceed 30 minutes will be set aside during each Board meeting. The period may be extended by a majority vote of the Board.

Persons wishing to address the Board must sign in at least 5 minutes prior to the meeting commencing. The request will be made in writing on a form provided by the District Clerk prior to the start of the Board of Education meeting and shall include the name of the speaker, the address, telephone number, name of organization represented (if any), and a brief description of the topic to be addressed. The form must be completed in its entirety in order to speak at the meeting. Any group or organization wishing to address the Board must identify a single spokesperson. Speakers must be a district resident.

Presentation should be as brief as possible. No speaker will be permitted to speak for longer than 5 minutes. Speakers may not give unused time to other speakers. Speakers may comment on any matter related to district business, any agenda item; or matters related to agenda items specifically or district matters generally, depending on the public comment section.

The Board will not permit in public session discussion involving individual district personnel or students. Persons wishing to discuss matters involving individual district personnel or students should present their comments and/or concerns to the Superintendent during regular business hours.

All speakers and observers are to conduct themselves in a civil manner. Obscene language, defamatory statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated.

Persons making presentations at a Board meeting will address remarks to the President and may direct questions or comments to Board members or other district officials only upon the approval of the President. Board members and the Superintendent shall have the privilege of asking questions of any person who addresses the Board, but commenters should not expect to engage in discussion with the Board. However, the Board may correct comments that are not accurate, and may refer to an existing policy when it answers a questions.

Questions and comments from the public concerning matters which are not on the agenda will be taken under consideration and referred to the Superintendent for appropriate action. Persons wishing to have matters included on the agenda will contact the Superintendent in accordance with Policy 2342, Agenda Preparation and Dissemination.

The President will be responsible for the orderly conduct of the meeting and will rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented, as outlined in this policy and applicable provisions of law and regulation, and subject to the Board's parliamentary procedure. If there is disagreement about whether a speaker's topic

falls within the topics permitted for public comment, the whole board will vote on the issue.

The President will remind speakers whose presentations are inconsistent with this policy of the rules for public comment. For speakers that continue to violate this policy, the President may discontinue the presentation or call for a brief recess of the meeting. The President may order the removal of speakers from the speakers' area, or from the meeting in general, or may close the public comment period.

For members of the public who are unwilling or unable to speak during public comment periods, including when these periods are closed, they may submit comments to the Board in writing, to the following address: Deer Park Union Free School District, 1881 Deer Park Avenue, Deer Park, NY 11729. Complaints from the public are addressed in Board policy 1400.

All individuals at Board meeting are expected to abide by the rules of Public Conduct on School Property as set forth in the district's Code of Conduct. At board meetings, speakers and observers may not engage in behavior that disrupts the meeting, such as shouting, interrupting others, blocking the free movement of others, or obstructing the views of others. In the event of such disruption, the President will remind those in attendance of the rules under this policy. Any Board member may request a brief recess of the meeting. The President may order the removal of those who are a threat to the safety of others or who disrupt the orderly conduct of the meeting. If appropriate, law enforcement may be called to remove disruptive individuals.

Cross Ref. 1400. Public Complaints
 2342. Agenda Preparation and Dissemination
 5300. Code of Conduct

Ref: Appeal of Kushner, 49 EDR 263 (2010)
 Matter of Martin, 32 EDR 381 (1992)
 Appeal of Wittenben, 31 EDR 375 (1992)
 Matter of Kramer, 72 EDR 114 (1951)
 NYS Department of State, Committee on Open Government,
 OML-AO-#2696 (Jan. 8, 1997) and OML-AO-#2717 (Feb. 27, 1997), OML-AO-#3295 (4/16/2001),
 OML-AO-#3518 (8/30/2002), OML-AO-#4024 8/23/2005), OML-AO #4044 (9/30/2005), OML-AO-#4141
 (2/24/2006), OML-AO-#4292 (12/6/2006), OML-AO-#4573 (3/3/2008), OML-AO-#5296 (6/12/2012),
 OML-AO-#5607 (2/22/2019)

Adoption Date: January 22, 2008
First Reading: November 24, 2009
Adoption date: December 22, 2009
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Adoption Date: November 10, 2015
First Reading: November 15, 2022
Adoption Date: November 29, 2022

REGULAR MEETINGS

In order to perform its duties in an open and public manner, and in accordance with state law, the Board of Education will hold regular business meetings once a month.

The time, dates and place of regular Board meetings will be established at the annual reorganizational meeting. In the event that the day appointed for a regular meeting falls on a legal holiday, the meeting will be rescheduled. All regular Board meetings are open to the public. The district will make all reasonable efforts to ensure that the meeting facility provides barrier-free access to the physically handicapped, and accommodates all members of the public who wish to attend.

The district will comply with applicable notice requirements (see policy 2340). Videoconferencing of Board meetings is addressed in policy 2325.

In addition to the members of the Board, the following individuals will regularly attend the business meetings of the Board: the Superintendent of Schools, the Assistant Superintendent(s), and other specified personnel as deemed necessary.

Cross-ref: 2210, Board Reorganizational Meeting
2325, Videoconferencing of Board Minutes
2340, Notice of Meetings
2360, Minutes

Ref: Public Officer's Law §§102, 103, 104

Adoption Date: January 22, 2008
First Reading: January 22, 2013
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EXECUTIVE SESSIONS

The Board of Education may hold executive sessions at which only the members of the Board or persons invited by the Board may be present. However, the executive session is only available for the purpose of discussion, and except as the law allows, formal action must be taken in an open session.

Executive sessions can be requested by any member of the Board or the Superintendent of Schools.

A Board member must make a motion during an open meeting to convene in executive session. Upon a majority vote of its members, the Board may convene in executive session at a place which the Board President or said members may designate within the district to discuss the subjects enumerated below. Matters which may be considered in executive session are:

1. matters which will imperil the public safety if disclosed;
2. any matter which may disclose the identity of a law enforcement agent or informer;
3. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
4. discussions regarding proposed, pending or current litigation;
5. collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law);
6. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
7. the preparation, grading or administration of examinations; and
8. the proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities, but only when publicity would substantially affect the value thereof.

Matters which may *only* be considered in executive session are:

9. discussions concerning probable cause to bring disciplinary charges against a tenured teacher; and
10. discussions concerning the evaluation and/or placement of students with disabilities.

The vote to go into executive session must be detailed enough to allow the public to understand the topic the Board will be discussing, without disclosing specifics. Discussion in executive session will be limited to the topic(s) identified in the motion.

Individual Board members, acting on their own, cannot disclose matters discussed in a properly convened executive session. However, the Board, acting as a whole, may decide to disclose such information where disclosure is not prohibited under the law. Additionally, disclosure of such information is not prohibited where it is warranted to appropriate law enforcement entities for investigation and possible action, or where a board member is compelled to reveal the information in a court case.

Minutes will be taken at executive sessions of any action that is taken by a formal vote and should consist of a record or summary of the final determination of such action and the date and vote thereon, provided, however, that such summary need not include any matter which is not required to be made public by the Freedom of Information Law. Minutes taken will be available to the public within one week from the date of the executive session.

Cross-ref: 2160, Code of Ethics

Ref: Education Law §1708 (3)
Public Officers Law §§100 et seq.
Appeal of Rivers, 60 EDR Dec. No 17, 989 (2021)
Application of the Board of Education, 57 EDR Dec. No. 17,147 (2017)
Application of Nett and Raby, 45 EDR 259 (2005)
Formal Opinion of Counsel No. 239, 16 EDR 457 (1976)

Adoption Date: January 22, 2008
First Reading: January 23, 2018
Adoption Date: February 6, 2018
First Reading: November 15, 2022
Adoption Date: November 29, 2022

VIDEOCONFERENCING OF BOARD MEETINGS

I. Videoconferencing – Locations Open to the Public

Members of the Board of Education may attend Board meetings by videoconference, if their location is open to the public, and appropriate public notice has been given as outlined in policy 2340, Notice of Meetings. Such members may participate in all aspects of the meeting, including establishing a quorum, discussions, and voting. Board members participating via videoconference must disclose the total number of people in attendance at that location. To promote the highest degree of confidentiality during executive session, such Board members must sign an affidavit that the only people, if any, present in the room during the executive session were authorized to be there.

The district will make all reasonable efforts to ensure that the facility of the primary meeting site provides barrier-free access to the physically handicapped, and accommodates all members of the public who wish to attend. Sites where a member participates via videoconference which are open to the public are not required to comply with these conditions.

II. Videoconferencing Under Extraordinary Circumstances (Public Officers Law Section 103-a) – Locations Not Open to the Public

To utilize videoconferencing under extraordinary circumstances, a quorum of Board members must be present in the same physical location(s) where the public can attend the meeting. Board members videoconferencing under extraordinary circumstances can participate in meeting discussions and voting, and their locations are not required to be open to the public, but they do not count towards a quorum unless their locations are open to the public.

The in-person quorum requirement will not apply in the event of a declared state disaster emergency or local state of emergency, if the district determines that such emergency would affect or impair the district's ability to hold an in-person meeting.

To participate via videoconference under extraordinary circumstances, Board members must notify the Superintendent, District Clerk, or designee, as soon as the need arises, stating the extraordinary circumstance, no later than four business days prior to the meeting, in order to give proper notice to the public. The district will also notify the Board officers. If extraordinary circumstances arise within four business days prior to the meeting, the district will update its public notice as soon as practicable. If the district cannot update its public notice, the district may reschedule its meeting. Such notification may be made by any means (e.g., phone, electronically, in writing or in person), but the Board member should receive confirmation, so they know the request was received and approved.

If more than one Board member wishes to participate in the same meeting by videoconferencing under extraordinary circumstances, the district will consider the need for a quorum at locations where the public may attend. The district may reschedule meetings if appropriate.

The district will give public notice of meetings using videoconferencing under extraordinary circumstances pursuant to policy 2340.

This policy, or the district's written procedures for videoconferencing under extraordinary circumstances if a separate document, will be posted on the district website.

Except for properly convened executive sessions, all Board members (i.e., those attending both in person and via videoconferencing) must be able to be heard, seen and identified (e.g., their first and last name shown) during the meeting, including all motions, proposals, resolutions or any other matter formally discussed or voted upon.

All meetings that are broadcast or utilize videoconference technology will utilize technology that permits access by members of the public with disabilities, consistent with the Americans with Disabilities Act, as amended.

For all meetings involving videoconferencing under extraordinary circumstances, the district will provide members of the public the opportunity to view the meeting via video, and participate in public comment via videoconference in real time where public comment is authorized, to the same extent as in-person comment.

Minutes of meetings involving videoconferencing under extraordinary circumstances will include which members participated remotely.

All meetings where videoconferencing under extraordinary circumstances is used will be recorded, except those portions held in executive session. Recordings will be posted or linked on the district website within five business days of the meeting, and remain posted or linked for at least five years after the meeting. Recordings will be transcribed upon request.

Cross-ref:

1230, Public Comment at Board Meetings
2310, Regular Board Meetings
2320, Special Board Meetings
2340, Notice of Meetings
2360, Minutes

Ref:

Public Officer's Law §§102; 103; 103-a; 104
NYS Department of State, Committee on Open Government, Advisory Opinion OML-AO-#5575 (3/6/2018)
"Questions and Answers, Chapter 56 of the Laws of 2022," NYS Committee on Open Government,
<https://opengovernment.ny.gov/system/files/documents/2022/05/chapter-56-of-the-laws-of-2022-guidance-document-05-20-22.pdf>

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NOTICE OF MEETINGS

For all regular and scheduled special meetings of the Board of Education, the District Clerk will give adequate notice to all members and to the community, including posing notice of the time and place of meetings on the district website.

If a meeting is scheduled at least a week in advance, notice will be given or electronically transmitted to the public. A special meeting may be called upon 24-hour notice to Board members.

When a meeting is scheduled less than a week in advance the Board will provide or electronically transmit public notice to the extent practicable. Said notice will be conspicuously posted in one or more designated public locations, including the district's website.

If videoconferencing is used to conduct a meeting where remote locations are open to the public, the public notice for the meeting will indicate that videoconferencing will be used, specify the location(s) for the meeting, and state that the public may attend at any of the locations.

If videoconferencing under extraordinary circumstances is used to conduct a meeting, the public notice for the meeting will include that conferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend.

If a meeting will be streamed over the internet, notice will indicate the internet address of the website streaming the meeting.

Cross-ref: 2320, Special Meetings
2325, Videoconferencing of Board Meetings

Ref: Open Meetings Law, Public Officers Law §§100 et seq.
Education Law §§1606; 1708; 2504; 2563

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AGENDA PREPARATION AND DISSEMINATION

The Superintendent of Schools, in consultation with the President of the Board of Education, will prepare all agendas for meetings of the Board according to the order of business, to facilitate orderly and efficient meetings, and to allow Board members sufficient preparation time.

The agenda for regular Board meetings will be prepared on Fridays prior to the date of regular Board meetings. Requests for items to be included on the agenda, along with any background information, shall be forwarded to the Superintendent or Board President at the close of the working day on the Thursday prior to the Friday of agenda preparation.

Individuals wishing to be heard at a Board meeting shall advise the Superintendent in advance. The agenda, however, shall always allow for recognition and comments by members of the public (see Policy 2350.) Items of business introduced from the floor will not be acted upon at the same meeting.

Not less than two business days prior to each meeting, the Superintendent will supply to each Board member a copy of the agenda with related briefing materials, papers, and proposals to assist Board members in preparing for orderly and informal preparation of the meeting. Advance dissemination of the agenda shall be the responsibility of the District Clerk.

Copies of the agenda will be available to the public on the district's website prior to the meeting. The agenda and supporting material to be discussed at the board meeting that is permissible to be released to the public will be posted on the district's website, to the extent practicable, two days before the meeting.

Dissemination of Information Procedures – as per attached grid

Cross-ref:
2350, Board Meeting Procedures

Ref:
Public Officers Law §103(e)

Adoption Date: January 22, 2008
First Reading: October 12, 2010
Second Reading: November 30, 2010
Amended Date: November 30, 2010
First Reading: July 31, 2012
Second Reading: August 28, 2012
Adoption Date: August 28, 2012
First Reading: August 5, 2014
Second Reading: August 26, 2014
Adoption Date: August 26, 2014
First Reading: November 29, 2022

Type of Information*	Timeframe	Method of Dissemination**	Supporting Documentation
Information Items I	Daily through email, weekly through packets	Email or Friday packet	Usually none but will supply as needed
Discussion Items D	Whenever possible distribute in packet four weeks before discussion listed on agenda of a BOE meeting	BOE packet and listed as a discussion item on the agenda of the next BOE meeting Discussion should occur before action on high priority items (!)	<ul style="list-style-type: none"> • Explanation/rationale of item • Associated costs of all options • Any changes in policy/program • Alternatives • Method to track results (if Applicable)
Presentation Items P	Week before	BOE packet prior to BOE meeting	Full document or PowerPoint that will be presented with any supporting materials, e.g., costs (if any), impact on current program, changes in program, etc.
New Business/Action Items A including all schedules	Actions items that are also discussions items should follow same timeframe as discussions items	In BOE packet prior to BOE meetings ***sent out weekly in BOE packet or by e-mail	Supporting documents as needed and as described above.

* Any item that is of an urgent matter that cannot be placed in Friday's packet will be emailed to the BOE and then placed on the agenda as deemed by the Superintendent and BOE President.

** **BOE - Whenever further clarification is needed on any discussion item, a list of questions and/or additional info needed for discussion should be presented to the Superintendent at the BOE meeting preceding the meeting at which the discussion item will be on the agenda.**

MINUTES

The Board of Education believes that open and accurate communication regarding its internal operations enhances the district's public relations program and provides a record of the district's progress towards its annual goals. Therefore, the board will maintain a complete and accurate set of minutes of each meeting, in accordance with law.

The minutes will constitute the official record of proceedings of the Board and shall be open to public inspection and posted on the district website within one week of executive sessions and within two weeks of all other meetings. Minutes which have not been approved by the Board within this time frame shall be marked, "DRAFT." A draft of the minutes of each meeting is to be forwarded to each member of the Board not later than the time the agenda for the next open meeting is disseminated.

The District Clerk will be responsible for taking the minutes and will present the draft minutes to each member of the board prior to the next open board meeting. The minutes will conform to an established format.

All motions, proposals, resolutions, and any other matters formally voted upon by the Board will be recorded in Board minutes. The minutes will record the final vote of the Board members.

If a Board member is not present at the opening of a meeting, the subsequent arrival time of such member will be indicated in the minutes. The minutes of any meeting involving videoconferencing under extraordinary circumstances will include which Board members participated remotely.

Unabridged video or audio recordings, or unabridged written transcripts, can be used as minutes and made available to the public as such.

Ref:

Open Meetings Law, Public Officers Law §§100 *et seq.*

Freedom of Information Law, Public Officers Law §§4 *et seq.*

Education Law §2121

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INTERNAL AUDIT FUNCTION

The Board of Education recognizes its responsibility to ensure sound fiscal management of the district. To this end, the Board establishes an internal audit function to carry out the following tasks:

- Develop an annual risk assessment of district fiscal operations which shall include but not be limited to:
 - a. a review of financial policies and procedures,
 - b. the testing and evaluation of district internal controls;
- An annual review and update of such risk assessment; and
- Prepare reports, at least annually or more frequently as the Board may direct, which:
 - a. analyze significant risk assessment findings,
 - b. recommend changes for strengthening controls and reducing identified risks, and
 - c. specify timeframes for implementation of such recommendations.

To fulfill this function, the district may use inter-municipal cooperative agreements, BOCES shared services, or independent contractors as long as such personnel or entities performing the internal audit function comply with the Regulations of the Commissioner and meet professional auditing standards for independence between the auditor and the district. The district may also use existing personnel to fulfill this function but only if such persons shall not have any responsibilities for other business operations of the district while performing such function.

Personnel or entities performing this function shall report directly to the Board. The district's audit committee shall assist in the oversight of this internal audit function.

Cross Ref: 6690, Audit Committee

Ref: Education Law §2116-b
§NYCRR §170.12(b)

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**“CHARGING” SCHOOL MEALS AND
PROHIBITION AGAINST SHAMING**

I. Purpose

The goal of the Deer Park School District is to provide student access to nutritious, no- or low-cost meals each school day and to ensure that a pupil whose parent/guardian has unpaid school meal fees is not shamed or treated differently than a pupil whose parent/guardian does not have unpaid meal fees.

Unpaid charges place a large financial burden on our school. The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances to ensure that the student is not stigmatized, distressed or embarrassed.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the Deer Park Union Free School District in a way that does not stigmatize, distress or embarrass students. The provisions of this policy pertain to regular priced reimbursable school breakfast and lunch meals only. The Deer Park Union Free School District provides this policy as a courtesy to those students in the event that they forget or lose their money. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

II. Policy

- Free Meal Benefit - Free eligible students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be paid/prepaid.
- Reduced Meal Benefit - Reduced eligible students will be allowed to receive a breakfast for \$.25 and lunch for \$.25 each day. All students will be allowed to charge a maximum of 5 (five) meals to his/her account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students.
- Full Pay Students – Students will pay for meals at the school’s published paid meal rate each day. If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price

lunches for their child if applicable. Applications can be found on our webpage at <http://deerparkschools.org> under the Parents/Students tab – ‘School Lunch Information.’ All students will be allowed to charge a maximum of 5 (five) meals to his/her account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students.

- Parents/Guardians are responsible for meal payment to the food service program. Parents/Guardians will be notified of outstanding charges by telephone or email.
- Students/Parents/Guardians may pay for meals in advance via <http://deerparkschools.org/parentsstudents/myschoolbucks> or with a check payable to Deer Park School District. Further details are available on our webpage at <http://deerparkschools.org> under the Parents/Students tab. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.
- Refunds for withdrawn, and graduating students; a written or e-mailed request for a refund of any money remaining in their account must be submitted.
- Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Deer Park School District Food Service Program.
- Balances Owed collection of owed balances will follow procedures set by the school.

The following plan outlines how the District will achieve the goal of “prohibition against meal shaming”:

1. Policy

In the event a student with reduced price meal benefits or a student who pays full price has exceeded his or her charging allowances of 5 meals to his or her account, such student will be provided with the student’s meal of choice for that school day unless the student’s parent or guardian has specifically provided written permission for the District to withhold a meal. If said permission is granted by the student’s parent or guardian, it will be noted on the student’s account and the appropriate personnel will be notified. If a meal is provided, the charge will be made to the student’s account which shall be paid by the student’s parent or

guardian. Under no circumstances will a student have access to a la carte items if he or she has unpaid meals on account.

2. Ongoing Staff Training

The food service management company shall provide specific training to its staff at the beginning of each school year regarding the discreet treatment of students who are eligible for free or reduced-price meals or who have a negative balance on his or her account. School personnel, specifically cafeteria aides and teachers, shall be trained at the beginning of each school year regarding the appropriate treatment of students with excessive charges on his or her account. Under no circumstances shall any staff member have the permission to announce the negative balance or take a meal away so not to publicly embarrass or distress the student. School social workers and school principals shall be notified of students who have excessive meal charges so assistance can be provided to the parent or guardian. Such assistance may be a reminder of the negative account balance or help in completion of an application for free or reduced-price meals.

3. Parent Notification

The District has an automated calling system through MySchoolBucks for students with unpaid meal charges. Phone calls are made on a daily basis until the balance is paid. If necessary, the District will work out a re-payment schedule for the parent or guardian.

School social workers shall be provided, on a monthly basis, with a listing of students with unpaid meal charges. For any student who owes money for five or more meals, the social worker shall:

- a. make every attempt to determine if a student is directly certified to be eligible for free meals. The District Administrator for Human Resources or designee shall review the Direct Certification database on a regular basis.
- b. will make at least two documented attempts to reach the student's parent or guardian and have the parent or guardian fill out a free or reduced-price meal application.
- c. will contact the parent or guardian to offer assistance with a free or reduced—price meal application. Additionally, the school social worker will determine if there may be other issues that have caused the child to have insufficient funds to purchase a school meal. Any other assistance shall be provided to remedy the situation as appropriate.

4. Minimizing Student Distress

Appropriate training of staff will ensure a decrease in student distress or embarrassment. Prohibited actions are as follows but not limited to:

- a. Publicly identifying or stigmatizing students who cannot pay for a meal or who owes money for meal debt.
- b. Requiring a student to wear a wristband or hand stamp
- c. Requiring a student to do chores or work to pay for the meal
- d. Removing the meal from the student's tray or requiring a student to throw the meal away after it has been served.
- e. Speaking to the student directly (in private or in front of other students) regarding his or her outstanding meal debt
 - i. The District shall attempt to collect unpaid school meals from the parent or guardian and shall not use a debt collector.

5. Ongoing Eligibility Certification

At the beginning of each school year, the school district mails printed free or reduced-price meal applications to every family with a child enrolled in school. Additionally, applications are included in every registration packet and are available in every school throughout the school year.

If the principal or social worker determines or becomes aware a child is eligible for free or reduced-price meals (after unsuccessful attempts to contact the parent or guardian) the principal or social worker shall use administrative prerogative and complete and file an application for the student pursuant to title seven, section 235.6(d) of the code of federal regulations.

School liaisons for homeless, foster and migrant students shall coordinate with the District Administrator for Human Resources or designee to make sure such students receive free school meals in accordance with federal law.

This plan is not intended to allow for the unlimited accrual of debt for unpaid meals. Schools will provide at least two additional free and reduced price meal applications throughout the school year to families identified as owing meal charges. Each meal that is given to the student with an unpaid balance shall be charged to the student's account. School staff shall make every attempt to collect the debt through procedures contained above.

DEER PARK

8505

Ref: 42 USC § 1779 (Child Nutrition Act of 1966)

42 USC § 1758(f)(1); 1766(a) (National School Lunch Act)

Adoption Date: January 22, 2008
Adoption Date: December 22, 2009
Adoption Date: July 21, 2010
First Reading: December 21, 2010
Adoption Date: January 25, 2011
First Reading: August 8, 2017
Adoption Date: August 29, 2017
First Reading: November 28, 2017
Adoption Date: December 12, 2017
First Reading: May 22, 2018
Adoption Date: June 5, 2018
First Reading: November 15, 2022
Adoption Date: November 29, 2022

PARENTS' BILL OF RIGHTS FOR STUDENT DATA PRIVACY AND SECURITY

The Deer Park School District, in recognition of the risk of identity theft and unwarranted invasion of privacy, affirms its commitment to safeguarding student personally identifiable information (PII) in educational records from unauthorized access or disclosure in accordance with State and Federal law. The Deer Park School District establishes the following parental bill of rights:

- Student PII will be collected and disclosed only as necessary to achieve educational purposes in accordance with State and Federal Law.
- The district and its schools, and third-party contractors and subcontractors, will not sell student PII or use or disclose it for any marketing or commercial purposes or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so;
- Parents have the right to inspect and review the complete contents of their child's education record (for more information about how to exercise this right, see 5500-R);
- State and federal laws, such as NYS Education Law §2-d and the Family Educational Rights and Privacy Act, protect the confidentiality of students' personally identifiable information. Safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred;
- A complete list of all student data elements collected by the State Education Department is available for public review at <http://nysed.gov/data-privacy-security/student-data-inventory> or by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234
- Parents have the right to have complaints about possible breaches and unauthorized disclosures of student data addressed. Complaints should be directed to Jay Murphy, District Administrator for Instructional Technology, (631) 274-4380, murphy.j@deerparkschools.org. Complaints can also be directed to the New York State Education Department online at <http://nysed.gov/data-privacy-security/report-improper-disclosure>, by mail to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234 or by email to privacy@nysed.gov or by telephone at 518-474-0937.
- Parents have the right to be notified in accordance with applicable laws and regulations if a breach or unauthorized release of their student's PII occurs.

- All district and school employees and officers with access to PII will receive annual training on applicable federal and state laws, regulations, district and school policies and safeguards which will be in alignment with industry standards and best practices to protect PII
- In the event that the District engages a third party provider to deliver student educational services, the contractor or subcontractors will be obligated to adhere to State and Federal Laws to safeguard student PII. Parents can request information about third party contractors by accessing the information on the district's website at www.deerparkschools.org.

**PARENT BILL OF RIGHTS FOR STUDENT
DATA PRIVACY AND SECURITY
THIRD PARTY CONTRACTOR SUPPLEMENT**

The *(insert name of contractor)* has been engaged by the Deer Park School District to provide services. In this capacity, the company may collect, process, manage, store or analyze student or teacher/principal personally identifiable information (PII).

The *(insert name of contractor)* will provide the district with *(describe specific purpose for which the PII will be used)*.

The *(insert the name of contractor)* will ensure that subcontractors or others that the company shares PII will abide by data protection and security requirements of district policy, and state and federal law and regulations by *(describe methods/procedures to safeguard data use by subcontractors)*.

PII will be stored *(describe the location in a manner that protects data security)*.

Parents may challenge the accuracy of PII held by *(insert name of contractor)* by contacting *(insert contact information, including title, phone number, mailing address and email address)*.

The *(insert name of contractor)* will take reasonable measures to ensure the confidentiality of PII by implementing the following *(describe the following, as applicable)*:

- Password protections
- Administrative procedures
- Encryption while PII is in motion and at rest
- Firewalls

The contractor's agreement with the district begins on *(insert date)* and ends on *(insert date)*. Once the contractor has completed its service to the district, records containing student PII will be *(select one: destroyed or returned)* by *(insert date)* via the following *(insert method if destroyed or format if returned)*.

