

**ROSLYN UNION FREE SCHOOL DISTRICT
Meeting of the Board of Education**

**Thursday, November 19, 2020
8:00 P.M.**

7:00 p.m. - Executive Session

**8:00 p.m. – Public Hearing – Repair Reserve Expenditure
Board of Education Meeting – Immediately following Public Hearing**

Preliminary Announcements

The Roslyn Union Free School District continues to take steps to reduce the potential for exposure to the coronavirus (COVID-19). The District's efforts in this regard are made in furtherance of federal, state, and local mandates to limit any and all public gatherings.

As authorized by Governor Andrew M. Cuomo's Executive Order No. 202.1, issued on March 12, 2020, and as extended by subsequent Executive Orders, this meeting is being held remotely by videoconferencing and the public will not be permitted to attend the meeting in-person. The Board of Education will make a motion setting forth the manner in which the meeting will be conducted and waiving any applicable policies or common practices with respect to the conduct of the meeting. The public participation portion of the meeting will be suspended. The meeting will be video broadcasted in order to provide the public with the ability to view the meeting. This meeting will also be recorded and later transcribed in accordance with Executive Order 202.1, as extended.

Pledge of Allegiance

Recommendation to accept the minutes from the following meeting:
November 5, 2020.

Board President's Comments

Superintendent's Comments

Student Delegate's Comments

Discussion Items:

Presentation of Independent Audit to Board of Education – Jill Sanders

ACTION ITEMS

PERSONNEL:

**ALL PERSONNEL APPOINTMENTS LISTED ARE FUNDED IN THE CURRENT
BUDGET UNLESS OTHERWISE NOTED**

- P.1.** It is the recommendation of the Superintendent of Schools that the following resolution be adopted:
RESOLVED, that the Roslyn Board of Education approves the appointments, resignations, terminations, elimination of positions, transfers, and leaves of absence as detailed in the Personnel Action Reports attached as **(Attachment P.1 Professional)**
- P.2.** It is the recommendation of the Superintendent of Schools that the following resolution be adopted:
RESOLVED, that the Roslyn Board of Education approves the appointments, resignations, terminations, elimination of positions, transfers, and leaves of absence as detailed in the Personnel Action Reports attached as **(Attachment P.2 Classified)**
- P.3.** **RESOLVED**, for operational and/or budgetary reasons, one (1) Typist Clerk position in the District's organizational structure is hereby abolished effective November 20, 2020. Given that one Typist Clerk position is presently vacant, no incumbent Typist Clerks are affected by the said abolition.
- P.4** **RESOLVED**, for operational and/or budgetary reasons, one (1) 10 Month Senior Stenographer (Part Time) position in the District's organizational structure is hereby abolished effective November 20, 2020. Given that one 10 Month Senior Stenographer (Part Time) position is presently vacant, no incumbent 10 Month Senior Stenographers (Part Time) are affected by the said abolition.
- P.5.** Recommendation to increase the hourly rate of pay to \$14.00 effective December 1, 2020 for the following positions: Substitute Food Service Worker and Security Monitor.

BUSINESS/FINANCE:

ALL ITEMS ON THE BUSINESS/FINANCE PORTION OF THE AGENDA ARE WITHIN THE BUDGET UNLESS OTHERWISE SPECIFIED

- B.1.** Recommendation to approve the following contracts and to authorize the Board of Education President to execute (those contracts marked with an asterisk have been prepared pursuant to a previous award of an RFP or bid).
- (i) Contractor: Westbury Union Free School District
 - Services: District of Location Special Education Services for IEP service requirements for one student residing in Roslyn attending private school in Westbury for the 2020-21 school year
 - Fees: Total estimated to be \$15,000.00

The following item [(ii)] is a "flow-through" grant that passes through the district special aid fund but has no impact on our general fund budget

- (ii) Contractor: Mid-Island Therapy Associates, LLC d/b/a All About Kids
 Services: Instructional services for the 2020-21 school year
 Fees: **611 Grant**
 \$1,795.00 per student (1 student)
 \$598.00 per student Related Services (10 students)
 Total will be \$7,775.00
619 Grant
 \$486.00 per student (1 student)
 \$162.00 per student Related Services (10 students)
 Total will be \$2,106.00

B.2. Recommendation to approve Capital Fund Appropriation Transfer Requests (Attachment B.2.)

B.3. Recommendation to approve the following payments to BBS Architects for professional services rendered to the district and reimbursable expenses pertaining to capital improvements at the locations indicated in the table below. [Funds will be deducted from the Capital Budget Codes indicated in the table below.]

Payment	Location/ Project	Budget	PO #S	Inv #
\$499.00	HS Reimbursables	2110-245-08-20HS	H21-00023	1

B.4. Recommendation to approve the following payments to Park East Construction Corporation for construction management services and reimbursements rendered to the district pertaining to various projects at the locations indicated in the table below. [Funds will be deducted from the Capital Budget Codes indicated in the table below.]

Payment	Location/Project	Budget	PO #	Inv #
\$37.48	Hts. Reimbursables	2110-201-06-20HT	H19-00033	HGT #2 EXP
\$11.23	HH Reimbursables	2110-201-07-20HH	H19-00033	HH #2 EXP
\$13.24	HS Reimbursables	2110-201-08-1908	H19-00033	HS #2 EXP
\$26.45	HH Reimbursables	2110-201-07-20HF	H21-00017	HH #2 EXP
\$4,063.00	HH Prof. Svcs.	2110-201-07-20HF	H21-00017	HH - 7
\$40.01	HS Reimbursables	2110-201-08-20HL	H21-00019	HS #2 EXP
\$1,987.00	HS Prof, Svcs.	2110-201-08-20HL	H21-00019	HS - 7

B.5. Recommendation to approve a pending change order as indicated below. It is understood that: 1) the work of the change orders is required in order to continue the projects and meet the projected completion date; 2) a formal change order prepared by the architect and executed by the architect and the construction manager and the contractor will be subsequently presented for formal approval by the board of education and executed by the board president at a future meeting; and 3) the amount estimated for these change orders will be the maximum allowed

unless specifically approved by the BOE when the formal change order is presented.

MS Doors PCO #1: P&M Doors Proposed Change Order #1 (Middle School) in order to replace glass transoms at interior vestibules and provide & install solid panels to match new exterior frames at an estimated cost of \$4,844.

- B.6.** Recommendation to approve a pending change order as indicated below. It is understood that: 1) the work of the change orders is required in order to continue the projects and meet the projected completion date; 2) a formal change order prepared by the architect and executed by the architect and the construction manager and the contractor will be subsequently presented for formal approval by the board of education and executed by the board president at a future meeting; and 3) the amount estimated for these change orders will be the maximum allowed unless specifically approved by the BOE when the formal change order is presented.

HH Fields PCO #2: Gatz Proposed Change Order #2 (Harbor Hill) in order to proceed with testing and install wick drainage to correct the drainage system in the disturbed areas. Total cost estimated to be \$53,062.97 of which \$17,156.87 will be covered by the remaining funds in an allowance and the balance (\$35,906.10) will be an increase to the contract amount.

- B.7.** The Superintendent recommends that the Board of Education adopt the following calendar for the May 2021 Budget Vote. **(Attachment B.7.)**
- B.8.** Recommendation to accept, pursuant to receipt by Barbara Schwartz, Director of Pupil Personnel Services, a gift from the Roslyn SEPTA, in the total amount of \$2,500.00 to be appropriated to 2250.450.03.9000.307 for the purpose of purchasing Special Education supplies district-wide, with the understanding that this increase in appropriations is the result of unanticipated revenue and therefore will result in no impact on the tax levy. **(Attachment B.8.)**

CURRICULUM AND INSTRUCTION:

- C&I.1** Recommendation to accept the confidential stipulations of the CPSE for the dates listed below as well as the implementation plans for the corresponding special education programs, services and parent notification as previously approved by the Committee on October 26 and 28, 2020 and November 5, 2020.
- C&I.2** Recommendation to accept the confidential stipulations of the CSE for the dates listed below as well as the implementation plans for the corresponding special education programs, services and parent notification as previously approved by the Committee on September 8 and 14, 2020; October 9, 15, 19, 26, 27 and 28, 2020; November 2 and 4, 2020.

BOARD OF EDUCATION:

BOE.1 RESOLVED, upon the recommendation of the Citizens Audit Advisory Committee, that the Board of Education of the Roslyn Union Free School District accepts the External Audit Report for the 2019-2020 school year submitted by Cullen Danowski, LLP.

BOE.2 WHEREAS, the Board of Education of the Roslyn Union Free School District previously established a repair reserve fund pursuant to General Municipal Law section 6-d; and

WHEREAS, District Administration has recommended an expenditure from the repair reserve fund in an amount not to exceed \$110,000 for the purpose of (1) repairs to the Hilltop Academy Roof (including the: removal, disposal and replacement of a section of the roof deck to repair roof leaks; supply and installation of necessary materials and supplies to complete the repair including, aluminum siding, gutters, leaders, flashings and fascia board coverings; associated asbestos abatement; and, asbestos air monitoring services and testing and sampling analysis) and (2) repairs to the Middle School Roof Top Unit (RTU) (including compressor and coil, together with necessary materials and supplies to complete the repair and provide heat to the glass Cafeteria location) and any necessary contingencies related to the aforementioned repairs; and

WHEREAS, the Board of Education determined that it is in the best interest of the School District to appropriate funds in an amount not to exceed \$110,000 for such repair of the Hilltop Academy Roof and Middle School Roof Top Unit; and

WHEREAS, in accordance with the requirements of the provisions of section 6-d of the General Municipal Law, the Roslyn Union Free School District Board of Education conducted a public hearing on November 19, 2020 at 8:00 p.m. for the purpose of discussing the proposed appropriation of a sum not to exceed \$110,000 from the previously established repair reserve fund for the repair of the Hilltop Academy Roof and Middle School Roof top unit as described above; and

WHEREAS, there were no objections to the expenditure from the repair reserve fund for the repair;

NOW THEREFORE, BE IT RESOLVED that the Board of Education of the Roslyn Union Free School District hereby authorizes the expenditure of \$110,000 from the previously established repair reserve fund for the purpose of (1) repairs to the Hilltop Academy Roof (including the: removal, disposal and replacement of a section of the roof deck to repair roof leaks; supply and installation of necessary materials and supplies to complete the repair including, aluminum siding, gutters, leaders, flashings and fascia board coverings; associated asbestos abatement; and, asbestos air monitoring services and testing and sampling analysis) and (2) repairs to the Middle School Roof Top Unit (RTU) (including compressor and coil,

together with necessary materials and supplies to complete the repair and provide heat to the glass Cafeteria location) and any necessary contingencies related to the aforementioned repairs: and

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the following budget increase appropriations necessary to effectuate the expenditure from the repair reserve fund:

<u>FROM REVENUE CODE</u>		<u>AMOUNT</u>
5997.000	Appropriated Reserve	\$110,000.00
	Subtotal	\$110,000.00

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
9950-900-03-9000-303	TFER-CAPITAL FUND	\$110,000.00
	Subtotal	\$110,000.00

BOE.3 WHEREAS, the Board of Education has reviewed with District Administration Policy 8625 Student, Teacher and Principal Data Privacy and Security:

WHEREAS, the Board of Education wishes to adopt Policy 8625 Student, Teacher and Principal Data Privacy and Security and implement the policy effective immediately; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby suspends Policy 2510 (Formulation, Adoption and Amendment of Policies) for the purpose of adopting Policy 8625 Student, Teacher and Principal Data Privacy and Security; and

BE IT FURTHER RESOLVED, that the Board of Education hereby adopts Policy 8625 Student, Teacher and Principal Data Privacy and Security effective immediately. **(Attachment BOE.3)**

Adjournment

Item	Name	Action	Position/Replacing	Location	From	To	Tenure Area	Certification/Class/Step/Salary
1	Elizabeth Lee	Leave of Absence	Teaching Assistant	EH	1/4/21	3/1/21		Per RPA Contract
2	Brandon Seider	Leave of Absence	Teaching Assistant	EH	1/28/21	5/5/21		Per RPA Contract
3	Justin Greene	Appointment	Home Instruction Tutor		11/20/20	6/30/21		Math Gr. 7-12, \$60/hour
4	Christina Papagni	Appointment	.2 Science Overage	HS	On or about 12/16/20	On or about 1/26/21		Per RTA Contract
5	Timothy Hartnett	Appointment	Athletic Coordinator	MS	1/4/21	6/30/21		Per RTA Contract, prorated
6	Jamal Pilgrim	Resignation from Position	Per Diem Substitute Teaching Assistant			11/19/20 (last day in position)		
7	Jamal Pilgrim	Probationary Appointment	Teaching Assistant (A. Kenigsberg)	HS	11/20/20		Teaching Assistant	TA Level III, Grade 2, Step 2, Per RPA Contract

NOTE: All extracurricular appointments for the 2020-2021 school year are subject to State and local circumstances.

Item	Name	Action	Position/Replacing	Location	From	To	Tenure Area	Certification/Class/Step/Salary
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8-Oct

Personnel Action Report
Classified

P.2
November 19, 2020

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
1	Leevanders Collins	Resignation for the Purposes of Retirement	Bus Driver					12/29/20 (last day of employment)	
2	Barry Edelson	Revise Dates	Public Relations/Adult Ed Consultant (not to exceed 43 days)			Admin	7/1/20	6/30/21	\$100/hour, up to \$800/day

**Pending Civil Service Approval*

**Roslyn Union Free School District Capital Budget
APPROPRIATION TRANSFERS**

Attachment B.2.

Item	Transfer Dollar Amount	From Code	Previous Balance	Revised Balance	To Code	Previous Balance	Revised Balance
1	\$ 29,885.16	H1620 000 03 20CR Unallocated Cap R 19/20	\$ 3,125,821.65	\$ 3,095,936.49	H2110 200 09 20MB FURNITURE MS	\$ -	\$ 29,885.16
For: MS BLEACHERS							
2	\$ 29,750.00	H1620 000 03 21BU Unallocated Budget 20/21	\$ 2,000,000.00	\$ 1,970,250.00	H2110 246 03 21AS Engineering & Testing ADM		\$ 29,750.00
For: adm sanitary system							
3	\$ 4,056.56	H1620 000 03 20CR Unallocated Cap R 19/20	\$ 3,095,936.49	\$ 3,091,879.93	H2110 200 07 20HC Electrical Equipment HH - 009-028		\$ 4,056.56
For: hh hvac materials							
4	\$ 6,576.28	H1620 000 03 20CR Unallocated Cap R 19/20	\$ 3,091,879.93	\$ 3,085,303.65	H2110 200 07 20HC HVAC Equipment HH - 009-028	\$ 4,056.56	\$ 10,632.84
For: hh hvac materials							

APPROVED: Joseph C. Dragone _____ **DATE:** _____

APPROVED: Allison Brown _____ **DATE:** _____

APPROVED: _____ **Item #:** _____

Roslyn Public Schools
May 2021 Budget Vote Calendar
2021-2022 Budget

Date	Budgetary Action
October 8, 2020 – February 4, 2021	Administrative Preparation of Budget Document
February 5, 2021	Transmittal of Superintendent’s Budget to the Board of Education
February 11, 2021	Board of Education Meeting on Budget
March 1, 2021	Submit information to calculate Tax Levy Limit on Office of State Comptroller’s website
March 4, 2021	Board of Education Meeting on Budget
March 18, 2021	Board of Education Meeting on Budget
April 8, 2021	Board of Education Meeting on Budget
March 30-April 3, 2021	First of four legal notices of date, time, and place of School Budget Hearing and Annual Budget Vote at least 45 days before the Annual Budget Vote (Not earlier than March 30 or no later than April 3)
April 19, 2021	Submission of petitions for Board of Education candidates and propositions to be placed on the ballot no later than 30 days prior to the vote. (No later than 5 P.M.)
April 20, 2021	Proposed 2021-2022 budget approved by Board Of Education (State deadline is April 24)
April 21, 2021	Property Tax Report Card must be submitted to SED by the end of the next business day following the budget adoption but no later than 24 days prior to Budget Vote. The 24 th day before statewide voting day always falls on Saturday. Therefore, last day is Monday, April 27th.
April 21, 2021	Property Tax Report Card must be transmitted to local newspapers of general circulation.
April 23, 2021	Military Ballots must be distributed
May 4 – 18, 2021	Budget Statement and required attachments (Administrative Compensation, School Report Cards, Budget Document in Three-Part Format, District Fiscal Accountability Statement, Property Tax Report Card, and Exemption Report) must be made available upon request at each school building.
May 6, 2021	Budget Hearing in conjunction with BOE meeting.
May 12, 2021	Mail budget notice to eligible voters after the Budget Hearing but no later than 6 days prior to Budget Vote. (State deadline is no later than May 12, 2021)
Through May 12, 2021 (by mail April 20 through May 12, 2021)	District Clerk must mail an absentee ballot for every qualified voter who requests one not earlier than 30 days or later than 7 days prior to the election day. Ballots available in person through May 18, 2021.
May 18, 2021	Annual Meeting. The sole purpose of the meeting is the Uniform Statewide Budget Vote and Board of Education election.

Roslyn Public Schools
June 2021 Budget Revote Calendar
2021-2021 Budget

Date	Budgetary Action
May 25, 2021 – June 1, 2021	Budget Statement and required attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before hearing & 14 days before the budget revote.
June 1, 2021	Deadline for publication of the first of two legal notice for budget revote once each week in the 2 weeks before revote day, first publication 14 days before revote.
June 8, 2021	Publication of second and final legal notice prior to budget re-vote.
June 1, 2021 – June 8, 2021	Hold budget Hearing. Budget Statement (including required Attachments) must be made available. The budget must be presented at the hearing in plain language and in 3 components: Administrative, Program, and Capital.
June 8-14, 2021	Last possible day for voter registration by school districts board of registration (7-2 days before re-vote)
June 1, 2021 – June 9, 2021	Mail budget notice to voters the day after the hearing but no later than 6 days before revote day. (No later than June 9, 2021)
June 15, 2021	Statewide Budget Revote Day

From: Barbara Schwartz
Date: 11/2/2020

Approved
to be accepted
as a gift a
BOE

meeting on
11/19/20
and
Appropriated

code -
2250 450 03

From the 9000-307

Office of PPS & Special Education

SPECIAL Supplies

To: District-wide
From: Barbara Schwartz DATE:

- For your information
- For your feedback
- For your signature
- For your approval
- Returned with thanks

Thank you!

Roslyn Public Schools

ROSLYN UNION FREE SCHOOL DISTRICT**STUDENT, TEACHER AND PRINCIPAL DATA PRIVACY
AND SECURITY****POLICY 8625**

The Board of Education recognizes its responsibility to enact policies that provide privacy and security for student, teacher and principal data, in accordance with law. This is particularly relevant in the context of the administration of student, teacher and principal data which is collected, surveys that collect personal information, the disclosure of personal information for marketing purposes and in conducting physical exams.

As provided in Education Law Section 2-d and/or its implementing regulations, the following terms, as used in this policy, will mean:

- a) "Breach" means the unauthorized acquisition, access, use, or disclosure of student data and/or teacher or principal data by or to a person not authorized to acquire, access, use, or receive the student data and/or teacher or principal data.
- b) "Building principal" means a building principal subject to annual performance evaluation review under the provisions of Education Law Section 3012-c.
- c) "Classroom teacher" means a teacher subject to annual performance evaluation review under the provisions of Education Law Section 3012-c.
- d) "Commercial or marketing purpose" means the sale of student data; or its use or disclosure for purposes of receiving remuneration, whether directly or indirectly; the use of student data for advertising purposes, or to develop, improve, or market products or services to students.
- e) "Contract or other written agreement" means a binding agreement between an educational agency and a third-party, which includes, but is not limited to, an agreement created in electronic form and signed with an electronic or digital signature or a click-wrap agreement that is used with software licenses, downloaded, and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.
- f) "Disclose" or "disclosure" means to permit access to, or the release, transfer, or other communication of personally identifiable information by any means, including oral, written, or electronic, whether intended or unintended.
- g) "Education records" means an education record as defined in the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.
- h) "Educational agency" means a school district, board of cooperative educational services (BOCES), school, or the New York State Education Department (NYSED).
- i) "Eligible student" means a student who is eighteen years or older.
- j) "Encryption" means methods of rendering personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons through the use of a technology or

ROSLYN UNION FREE SCHOOL DISTRICT**STUDENT, TEACHER AND PRINCIPAL DATA PRIVACY
AND SECURITY****POLICY 8625**

methodology specified or permitted by the Secretary of the United States Department of Health and Human Services in guidance issued under 42 USC Section 17932(h)(2).

k) "FERPA" means the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.

l) "NIST Cybersecurity Framework" means the U.S. Department of Commerce National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1). A copy of the NIST Cybersecurity Framework is available at the Office of Counsel, State Education Department, State Education Building, Room 148, 89 Washington Avenue, Albany, New York 12234.

m) "Parent" means a parent, legal guardian, or person in parental relation to a student.

n) "Personally identifiable information (PII)," as applied to student data, means personally identifiable information as defined in 34 CFR Section 99.3 implementing the Family Educational Rights and Privacy Act, 20 USC Section 1232g, and, as applied to teacher or principal data, means personally identifying information as this term is defined in Education Law Section 3012-c(10).

o) "Release" has the same meaning as disclosure or disclose.

p) "Student" means any person attending or seeking to enroll in an educational agency.

q) "Student data" means personally identifiable information from the student records of an educational agency.

r) "Teacher or principal data" means personally identifiable information from the records of an educational agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release under the provisions of Education Law Sections 3012-c and 3012-d.

s) "Third-party contractor" means any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to the educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs. This term will include an educational partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities pursuant to Education Law Section 211-e and is not an educational agency, and a not-for-profit corporation or other nonprofit organization, other than an educational agency.

t) "Unauthorized disclosure" or "unauthorized release" means any disclosure or release not permitted by federal or state statute or regulation, any lawful contract or written agreement, or that does not respond to a lawful order of a court or tribunal or other lawful order.

ROSLYN UNION FREE SCHOOL DISTRICT**STUDENT, TEACHER AND PRINCIPAL DATA PRIVACY
AND SECURITY****POLICY 8625****District Data Privacy and Security Standards**

The School District will use the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1) (Framework) as the standard for its data privacy and security program. The Framework is a risk-based approach to managing cybersecurity risk and is composed of three parts: the Framework Core, the Framework Implementation Tiers, and the Framework Profiles. The Framework provides a common taxonomy and mechanism for organizations to:

- a) Describe their current cybersecurity posture;
- b) Describe their target state for cybersecurity;
- c) Identify and prioritize opportunities for improvement within the context of a continuous and repeatable process;
- d) Assess progress toward the target state; and
- e) Communicate among internal and external stakeholders about cybersecurity risk.

The School District will protect the privacy of PII by:

- a) Ensuring that every use and disclosure of PII by the District benefits students and the School District by considering, among other criteria, whether the use and/or disclosure will:
 1. Improve academic achievement;
 2. Empower parents and students with information; and/or
 3. Advance efficient and effective school operations.
- b) Not including PII in public reports or other public documents.

The School District affords all protections under FERPA and the Individuals with Disabilities Education Act and their implementing regulations to parents or eligible students, where applicable.

Data Protection Officer

The School District will designate a School District employee to serve as the School District's Data Protection Officer.

The Data Protection Officer is responsible for the implementation and oversight of this policy and any related procedures including those required by Education Law Section 2-d and its implementing regulations, as well as serving as the main point of contact for data privacy and security for the School District.

ROSLYN UNION FREE SCHOOL DISTRICT**STUDENT, TEACHER AND PRINCIPAL DATA PRIVACY
AND SECURITY****POLICY 8625**

The School District will provide training to the Data Protection Officer to administer these functions.

The Data Protection Officer may perform these functions in addition to other job responsibilities.

Data Collection Transparency and Restrictions

As part of its commitment to maintaining the privacy and security of student data and teacher and principal data, the School District will take steps to minimize its collection, processing, and transmission of PII. Additionally, the School District will:

- c) Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.
- d) Ensure that it has provisions in its contracts with third-party contractors or in separate data sharing and confidentiality agreements that require the confidentiality of shared student data or teacher or principal data be maintained in accordance with law and School District policy.

Except as required by law or in the case of educational enrollment data, the School District will not report to NYSED the following student data elements:

- e) Juvenile delinquency records;
- f) Criminal records;
- g) Medical and health records; and
- h) Student biometric information.

Nothing in Education Law Section 2-d or this policy should be construed as limiting the administrative use of student data or teacher or principal data by a person acting exclusively in the person's capacity as an employee of the School District.

Privacy and Security of Student Data

The Board of Education is committed to protecting the privacy and security of each and every student's data. In accordance with law, the following shall govern parental rights concerning their child's data:

- a. A student's personally identifiable information cannot be sold or released for any commercial purposes.
- b. Parents/guardians have the right to inspect and review the complete contents of their child's education record.

ROSLYN UNION FREE SCHOOL DISTRICT**STUDENT, TEACHER AND PRINCIPAL DATA PRIVACY
AND SECURITY****POLICY 8625**

c. The confidentiality of a student's personally identifiable information is protected by existing state and federal laws, and safeguards such as encryption, firewalls, and password protection, must be in place when data is stored or transferred. Third party contractors are required to employ technology, safeguards and practices that align with the National Institute of Standards and Technology Cybersecurity Framework.

d. A complete list of all student data elements collected by the State Education Department is available for public review at: <http://www.nysed.gov/data-privacy-security/student-data-inventory>. or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.

e. Parents/guardians have the right to file complaints about possible breaches of student data. Parents/guardians may submit a complaint regarding a potential breach by the School District to the Superintendent of Schools or his/her designee. The School District shall promptly acknowledge any complaints received and commence an investigation into the complaint, while taking the necessary precautions to protect personally identifiable information. The School District shall provide a response detailing its findings from the investigation no more than sixty (60) days after receipt of the complaint. Complaints pertaining to the State Education Department or one of its third party vendors should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany NY 12234, email to CPO@mail.nysed.gov.

f. In the event of a data breach or unauthorized disclosure of students' personally identifiable information, third party contractors are required by law to notify the School District within seven (7) days of discovery of the breach or unauthorized disclosure.

g. If the District enters into a contract with a third party in which student, teacher, or principal data is shared with a third party, the School District will require the third party to provide evidence that it has adopted a data and security plan in accordance with Education Law, section 2-d and will post as supplemental information be appended to the Parents' Bill of Rights the following information:

1. the exclusive purposes for which the student data will be used;
2. how SERVICE PROVIDER will ensure that subcontractors, persons or entities that SERVICE PROVIDER will share the student data with, if any, will abide by data protection and security requirements;
3. that student data will be returned or destroyed upon expiration of the Agreement;
4. if and how a parent, student, or eligible student may challenge the accuracy of the student data that is collected; and

ROSLYN UNION FREE SCHOOL DISTRICT**STUDENT, TEACHER AND PRINCIPAL DATA PRIVACY
AND SECURITY****POLICY 8625**

5. where the student data will be stored (described in such a manner as to protect data security), and the security protections taken to ensure such data will be protected, including whether such data will be encrypted.

h. Parents may access the State Education Department's Parents' Bill of Rights at: http://www.nysed.gov/common/nysed/files/programs/data-privacy-security/parents-bill-of-rights_1.pdf

i. The School District will post a Parents' Bill of Rights in accordance with the requirements of Education Law.

j. The School District will designate a Data Protection Officer on an annual basis who shall be responsible for the implementation of policies and procedures required by law and to serve as the point of contact for data security and privacy for the School District.

The School District will publish on its website the supplement to the Bill of Rights (i.e., the supplemental information described above) for any contract or other written agreement it has entered into with a third-party contractor that will receive PII from the School District. The Bill of Rights and supplemental information may be redacted to the extent necessary to safeguard the privacy and/or security of the School District's data and/or technology infrastructure.

The School District will maintain a record of all complaints of breaches or unauthorized releases of student data and their disposition in accordance with applicable data retention policies, including the Retention and Disposition Schedule for New York Local Government Records (LGS-1).

Third-Party ContractorsSchool District Responsibilities

The School District will ensure that whenever it enters into a contract or other written agreement with a third-party contractor under which the third-party contractor will receive student data or teacher or principal data from the School District, the contract or written agreement will include provisions requiring that confidentiality of shared student data or teacher or principal data be maintained in accordance with law and School District policy.

In addition, the School District will ensure that the contract or written agreement includes the third-party contractor's data privacy and security plan that has been accepted by the School District.

Surveys

The Board of Education recognizes that student surveys are a valuable tool in determining student needs for educational services.

ROSLYN UNION FREE SCHOOL DISTRICT**STUDENT, TEACHER AND PRINCIPAL DATA PRIVACY
AND SECURITY****POLICY 8625**U.S. Department of Education-Funded Surveys

In compliance with the Protection of Pupil Rights Amendment (PPRA), the School District is committed to protecting the rights and privacy interests of parents/guardians and students with regard to surveys funded in whole or part by any program administered by the U.S. Department of Education (DOE).

The School District shall make instructional materials available for inspection by parents/guardians if those materials will be used in connection with a DOE-funded survey, analysis, or evaluation in which their children participate. In addition, the School District shall obtain prior written parental/guardian consent before minor students are required to participate in any DOE-funded survey, analysis, or evaluation that reveals information concerning:

- a) Political affiliations or beliefs of the student or the student's parent/guardian;
- b) Mental or psychological problems of the student or the student's family;
- c) Sex behavior or attitudes;
- d) Illegal, anti-social, self-incriminating, or demeaning behavior;
- e) Critical appraisals of other individuals with whom respondents have close family relationships;
- f) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g) Religious practices, affiliations, or beliefs of the student or student's parent/guardian; or
- h) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The right of the parent/person in parental relation to inspect, upon request, a survey created by a third party (i.e., by a party other than the DOE) before the survey is administered or distributed by the school to a student. Requests by parents/guardians to inspect such surveys are to be submitted to, in writing, to the Building Principal at least 10 days prior to the administration or distribution of any survey. Further, the School District shall grant a request by the parent/guardian for reasonable access to such survey within a reasonable period of time after the request is received by the School District.

Marketing

It is the policy of the Board of Education not to collect, disclose, or use personal information gathered from students for the purpose of marketing or selling that information or providing it to others for that purpose. "Personal Information" is defined as: "individually identifiable information concerning the student, including a student's or parent's first and last name, home

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address, telephone numbers and/or social security number.” This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students or educational institutions such as:

- a) College or other postsecondary education recruitment, or military recruitment;
- b) Book clubs, magazines, and programs providing access to low-cost literary products;
- c) Curriculum and instructional materials used by elementary schools and secondary schools;
- d) Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate others statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- e) The sale by students of products or services to raise funds for school-related or education-related activities;
- f) Student recognition programs.

In the event that such data is collected by the School District, disclosure or use of student personal information will be protected by the School District pursuant to the requirements of the Family Educational Rights and Privacy act (FERPA).

General Provisions

The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA). Further, PPRA does not supersede any of the requirements of FERPA.

The rights provided to parents/guardians under PPRA transfer from the parent/guardian to the student when the student turns 18 years old or is an emancipated minor under applicable State law.

The School District may use funds provided under Part A of Title V of the Elementary and Secondary Education Act of 1965 to enhance parental/guardian involvement in areas affecting the in- school privacy of students.

Inspection of Instructional Material

Parents/guardians shall have the right to inspect, upon request, any instructional material, used as part of the educational curriculum for students. “Instructional material” is defined as: “instructional content that is provided to a student, regardless of format including printed or representational materials, audio-visual materials, and materials in electronic or digital formats

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(such as materials accessible through the Internet). It does not include tests or academic assessments.”

A parent/guardian who wishes to inspect and review such instructional material shall submit a request in writing to the Building Principal. Upon receipt of such request, arrangements shall be made to provide access to such material to within thirty (30) calendar days after the request has been received.

Notification of Policies/"Opt Out" Provisions

The School District shall provide for reasonable notice of the adoption or continued use of this policy directly to the parents/guardians of students enrolled in the School District. At a minimum, the School District shall provide such notice at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy.

Further, in the notification, the School District shall offer an opportunity for parents/guardians to opt their child out of participation in the following activities:

- a) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
- b) The administration of any survey containing one or more of the eight items of information listed above in the subheadings referencing DOE-funded surveys as well as non-DOE-funded surveys.
- c) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

Parents/guardians and eligible students shall be notified of this policy at least annually, at the beginning of the school year and when enrolling students for the first time in the School District's schools. In the annual notification, the School District shall notify the parents/guardians and eligible students of the specific or approximate dates during the school year when the activities involving collection, disclosure or use of personal information collected from students for the purpose of marketing or selling the information, administration of any surveys, and any non-emergency, invasive physical exams or screenings, are scheduled or expected to be scheduled.

The annual notification shall also inform parents/guardians and eligible students that, upon request, the School District will disclose the name, address and telephone number of high school students to military recruiters and institutions of higher learning unless the parents/guardians

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or eligible students exercise their right to prohibit the release of the information without prior written consent. The School District shall also notify parents/guardians and eligible students within a reasonable period of time after any substantive change to this policy.

Notification of Breach or Unauthorized Release

The School District will notify affected parents, eligible students, teachers and/or principals of a breach or unauthorized release of information as set forth in Policy 8635, Information Security Breach and Notification.

Adoption date: