

**OFFICE OF THE SUPERINTENDENT
LINDENHURST PUBLIC SCHOOLS
LINDENHURST, NEW YORK**

TO: Principals, Coordinators, Guidance Counselors, TAL, LASA, CSEAs
Nurses, Aides, and Head Custodians

FROM: Daniel Giordano

DATE: November 7, 2014

RE: Board of Education Business Meeting

The following actions were taken by the Board of Education at its Business Meeting held on November 5, 2014. Please inform the appropriate staff members in your building of the actions which pertain to them.

1. The following Superintendent's recommended High School field trips were approved:

Approximately fifty (50) 11th & 12th grade students to NYC on December 11, 2014 to visit the Body World's Exhibit in connection with the Body & Anatomy Unit of the Adelphi PE curriculum.

Approximately forty (40) members of the Italian Club will travel to Little Italy in NYC on December 11, 2014 to experience the culture.

Approximately forty (40) members of the Ski Club will travel to:

Blue Mountain in Pennsylvania on January 3, 2015.

Bellayre Mountain in Highmount, NY on February 7, 2015.

Mount Snow in Vermont on March 7, 2015.

2. The Superintendent's recommendation to revise Policy Number 4531, Field Trips and Excursions, as follows:

The Board of Education recognizes the desirability of providing off-campus experiences which will enhance the educational program of the school system. For this reason approval of Field Trips will go through the Principal of each building, followed by the Superintendent of Schools and then finally the Board of Education. Factors relevant in consideration of approval of such field trips may include the relationship and relevance to the curriculum, the distance of the trip, availability of transportation, the cost involved, weather conditions, and full utilization of transportation.

AUTHORIZATIONS:

- 1) A teacher or administrator must first obtain approval from his/her building Principal.

To obtain approval the following criteria must be met:

- a) A complete trip itinerary must be presented to the Principal for approval. It must contain, dates, cost, transportation routes, insurance, chaperones, school notifications or provisions (substitute teachers if needed), and educational significance to the curriculum.
 - b) Day field trips must be submitted at least one month prior to the trip date. Overnight field or Out-of-State trips must be submitted at least three months in advance of the planned trip.
- 2) Once approved by the Principal, it will be sent to the Superintendent of Schools for his/her approval, followed by the approval of the Board of Education at a public meeting.
 - 3) At the secondary level approval by the department chairperson and/or coordinator must be obtained before submission.

PLANNING:

- 1) Once the trip has been approved it will be the responsibility of the teacher or administrator to receive a signed permission form from the parent or legal guardian of each student attending the field trip.
- 2) It will also be the responsibility of the teacher or administrator to provide the proper number of teachers and chaperones to protect the safety of all Lindenhurst students. The proper ratio of chaperones will be, for elementary grades 7:1. For secondary grades the ration will be 10:1. Overnight trips will have a ratio of 5:1. (Note: At the time the Principal, Superintendent or Board of Education has the right to change the ratio of chaperon to students depending on the field trip location). All chaperones must be 21 years of age.
- 3) Overnight or Out of State Field Trips:

All overnight or out of state field trips should be limited to secondary school students. In addition, any overnight and/or out of state field trips that are not related to a competition/special event should be scheduled for a time when school is not in session (i.e., February recess, three-day weekends, etc.)

TRANSPORTATION:

The district will provide transportation to students for field trip to and from the point of departure or to the appropriate school in the District unless:

- 1) The parent or legal guardian of a student participating in such event has provided the district with a written notice authorizing an alternative form of return transportation for the student; or

2) Intervening circumstances make such transportation impractical.

Where intervening circumstances have made transportation back to the point of departure or to the appropriate school in the district impractical, a teacher or administrator of the district shall remain with the student until such student's parent or legal guardian has been contacted and the student has been delivered to his/her parent or legal guardian.

Ref: Education Law §§1604; 1709; 1804; 1903; 2503; 2554; 2590-e
Adoption date: February 4, 2009

3. Superintendent's recommendation to enter into a one-year extension with Whitsons School Nutrition Corporation for the school breakfast and lunch program for the 2014-15 school year, has been approved;
4. Superintendent's recommendation to accept the District's Response Letter in regard to the findings resulting from the audit of the financial statements as of and for the year ended June 30, 2014, conducted by Nawrocki Smith, LLP.
5. The Superintendent's recommendation to accept the Risk Assessment Update Report, dated October 2, 2014, prepared by Cullen & Danowski, LLP as required by Chapter 263 of the Laws of New York, 2005 as per agreement of June 1, 2014.
6. The Superintendent's recommendation to dispose of obsolete equipment at the McKenna Administration Building and the Albany Avenue Elementary School.
7. Approved the Superintendent's recommended budget transfers over \$5000.
8. Schedules were approved as amended.
9. Acknowledge receipt of the following Superintendent Reports:
 - a. Budget Transfer Less than \$5000, completed from September 18, 2014 through October 27, 2014
 - b. Warrants #3 – Regular – September, 2014
 - c. Treasurer's Report (#3), Revenue Status and Appropriation Status Reports as of September, 2013
 - d. Collateralization Report as of September, 2014

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