



**Annual Board Meeting
Thursday, June 27th
6 pm
Agenda**

- 1. Call to Order and Reminder to Sign Up for Public Comments**
- 2. Adoption of May and June 2019 Agenda(s)**
- 3. Approval of April and May 2019 Minutes**
- 4. Construction Update**
- 5. Action Item(s):**
 - a. Approval of 2019-2020 Board Calendar**
 - b. Adoption of School Wellness Policy**
 - c. Adoption of School Health and Safety Plan**
 - d. Adoption of Staff Complaint and Grievance Policy**
 - e. Approval of Recommended Renewed Board Terms for Noemi Zibuts and Mark Fink**
 - f. Election of Recommended 2019-2020 Board Officer Slate:**
 - i. Leticia Remauro, Chair**
 - ii. Shelley Jain, Vice-Chair**
 - iii. Yelena Sklyar, Treasurer**
 - iv. Mark Fink, Secretary**
- 6. Public Comments**
- 7. Adjournment**



Board of Trustees Meeting

May 23, 2019

6 pm

555 8th Avenue
Suite 1703

New York, NY 10018

Minutes

Trustees Present

Mark Fink
Leticia Remauro*
Noemi Zibuts*

Also Present:

Elly Rosenthal, Hebrew Public

* Denotes by video conference

1. Call to Order

Leticia Remauro opened the meeting at 6:07 pm and reminded everyone in attendance to sign up for public comments if they wished to speak.

2. Adoption of Agenda

The agenda could not be adopted as quorum was not present. The agenda will be adopted at the next meeting where there is a quorum.

3. Approval of Minutes

The minutes could not be approved as quorum was not present. The minutes will be approved at the next meeting where there is a quorum.

4. Public Comments

None.

5. Facilities Update

Leticia Remauro and Elly Rosenthal, CFO of Hebrew Public updated the board on the search for a facility for the school and answered questions.

6. Adjournment

Leticia Remauro closed the meeting at 6:19 pm.



Thursday, May 23, 2019

6 pm

Agenda

- 1. Call to Order and Reminder to Sign Up for Public Comments**
- 2. Adoption of May 2019 Agenda**
- 3. Approval of April 2019 Minutes**
- 4. Facilities Update**
- 5. Public Comments**
- 6. Adjournment**



SIHP SHP3- School Health Plan

In order to avoid the spread of communicable diseases, prepare for emergencies, protect students, and proactively diagnose common ailments, SIHP (SIHP) has adopted the following policies, which comply with NYS, NYC, HIPAA, and FERPA laws.

School Nurse and Provision of Required Health Services

The School Nurse is a direct employee of SIHP. The nurse is on post from 8am to 3:30pm daily. If a student is injured, the faculty member in charge will bring him or her to the School Nurse.

- If a student is not feeling well, they will be sent to the Nurse's Office
- The Nurse will take the student's temperature and ask their symptoms.
 - If the student has a fever a phone call to the parent will be made and the parent will be asked to pick up the student.
 - If the student is vomiting a phone call to the parent will be made and the parent will be asked to pick up the student.
 - If the student is complaining of a headache or a stomach, they will be given a snack and a few minutes to rest and then they will be sent back to their class. A phone call to the parent will be made to inform the parent of the incident.

In a medical emergency in school, the School Nurse will be notified immediately. The School Nurse may determine if a child must go home for medical reasons. In the event that the School Nurse is not present, the School must receive permission from a child's parent or legal guardian to allow the child to go home for medical reasons.

The School Nurse will request health records from each student in addition to the immunization information requested at registration. The Nurse will maintain health records for each student enrolled at SIHP.

NYS School Survey and Health Screenings

SIHP's health form is identical to the NYC DOH-DOE form, and includes questions around the student's height, weight, body mass index, vision, and hearing, as well as scoliosis risk symptoms. This information shall enable timely, accurate, and lawful reporting on the NYS DOH survey.

SIHP will work with DOH to ensure compliance with all mandated screenings.

Medication Administration

Students are not permitted to self-medicate, and Hebrew Public charter schools do not issue any form of medication to students, including over-the-counter drugs such as aspirin or Tylenol, except at the direction of a doctor.

The School Nurse must administer all medication and only when the following requirements are met:

- The school has received written authorization from the parent or legal guardian for each medication in the form of a complete and signed Parental Request for Administration of Prescribed Medication form (available in the school office).
- The school has received a doctor's written permission to administer prescribed medication. (For prescription medication, the pharmacy label serves as the doctor's permission.)
- The medication label states all of the following: the student's name, directions for use, the name of the drug, the physician's name, the prescribed dosage, and the expiration date.
- Medication is stored in its original container in a locked cabinet in the Nurse's office with the corresponding signed Parental Request for Administration of Prescribed Medication form.

CPR and Defibrillation

The School has access to an Automatic External Defibrillators ("AED") for emergency purposes. An AED is a portable, lightweight, automatic external defibrillator that is used to shock the heart of a person who is undergoing sudden cardiac arrest. The use of this piece of equipment requires training and is an essential part of administering emergency first aid immediately to a heart attack victim. The AED enables a trained individual to provide potentially lifesaving assistance in an emergency. Since sudden cardiac arrest can strike anyone at any time, it is vital to know what to do and who to call to perform CPR and defibrillation.

In addition to the nurse, four operations team members and three leaders are certified in CPR, AED, and Epi-pen administration. These staff members attended training on August 16, 2017 and are equipped to respond to any emergency in the building. The AED machine is accessible by all staff members in the building.

Immunization Requirements

Hebrew Public charter schools comply with state laws governing students' health, immunization, and health records. The law requires that a student's immunization records are obtained **before permitting him or her to attend school**, and that these records are updated every year.

Immunization records and exemptions will be filed in accordance with NYS law, FERPA, and HIPAA. They will be stored in a locked cabinet, with separate folders for each grade.

Illness and Exclusion Policy

If a student shows any symptoms of illness, such as a high temperature, nausea, diarrhea, sore throat, or rashes, he or she should not come to school until the seriousness of the condition has been determined or the symptoms have disappeared. Such precaution hastens the student's recovery and helps reduce the spread of infections at school.

The school removes any student who shows such symptoms from the regular program, and contacts the parent or guardian to make arrangements for the student to be picked-up as soon as possible. If the parent or guardian cannot be reached, the school would call the person(s) designated as the emergency contact(s). It is essential that parents list people as emergency contacts who are able to pick-up your student if we cannot reach you. It is also critically important that we have accurate phone numbers of parents and guardians and all secondary contacts. **An ill or injured student must be picked up within one hour of our call.**

If a student's condition warrants immediate medical attention, the school will contact the student's healthcare provider or our local emergency resource.

We will not permit any child to attend our school, in excess of fourteen days, without the certificate or some other acceptable evidence of the child's immunization against poliomyelitis, mumps, measles, diphtheria, rubella, varicella, hepatitis B, pertussis, tetanus and where applicable Haemophilus influenza type b (Hib), meningococcal disease and pneumococcal diseases; provided, however, such fourteen day period may be extended to not more than thirty days for an individual student by the appropriate principal where such student is transferring from out-of-state or from another country and can show a good faith effort to get the necessary certification or other evidence of immunization.

Students not in compliance with the required immunization may be labeled excludable. If multiple attempts to urge parents of students who have not received all immunizations and have not submitted a valid exemption prove unsuccessful, parents will receive form SH-88 notifying them that their student will not be able to return to School until they are able to provide documentation that the student has received outstanding vaccines or has a valid exemption.

Communicable Diseases

The parent or guardian must notify the school immediately if a student has contracted a communicable disease (i.e., strep throat, or pink eye) so the school may take action to protect other students by notifying families of those potentially at risk. If more than one case of a communicable disease occurs in a single homeroom, the school would contact our consultant from the local health department to seek advice and ensure that appropriate actions are taken. In the event of an epidemic, special precautions or exclusion policies may be necessary. Contact your doctor about when it is appropriate to return to school if your student has a communicable disease. The doctor's note returning the student to school should identify when the student is allowed to come back.

If a child was absent due to illness and cared for by a physician during the period of **any** absence, a note from the physician is required upon return to school. Medical absences will only be excused with a doctor's note. Moreover, if a student is absent three or more days it is required that a physician's note be provided. We do ask that all parents schedule doctor

appointments after school, on weekends or during school vacations. In the event that a medical condition significantly impacts a student's attendance, parents should contact the Academic Dean of Instruction.

Reporting Suspected Child Abuse or Neglect

If any employee of the school has reasonable cause to suspect on the basis of his/her professional or other training and experience that a student enrolled at the school is being abused and/or neglected, the employee is required by law to call and file an oral report with the Administration for Children's Services (ACS). The School will inform families if a report has been made. The School will not share information about a family's involvement with ACS except where required to do so by law.

Emergency Contacts

Parents or guardians of all students are required to complete an emergency form that contains a medical release statement giving the school permission to seek medical attention for the student in case of an emergency. This information is kept with the School receptionist, the school nurse, and the homeroom teacher. In the event of an emergency, the School uses a "one-call" system to notify families of any emergencies via phone or text. It is essential that parents or guardians notify the school immediately if their addresses or phone numbers change.

Accidents

The School notifies parents or guardians immediately of any accidents involving more than minor bruises or scrapes. Such accidents are recorded in an accident report form and filed in the school office for future reference. For minor injuries, a certified staff member administers first aid on site as appropriate. If it appears the accident is more serious, first aid would be administered immediately; and a school official would contact the student's parent, guardian, or designated emergency contact to pick-up the student for medical care. In cases where the parents or guardians or the designated emergency persons cannot be reached and immediate medical attention is needed, a school official would call 911 for treatment and/or transportation to a hospital. A staff person would accompany the student and stay until the parent or guardian arrives. In some emergency situations, the staff may contact 911 before calling the parent or guardian.



Board of Trustees Meeting

April 25, 2019

6 pm

555 8th Avenue
Suite 1703

New York, NY 10018

Minutes

Trustees Present

Mark Fink
Shelley Jain*
Angels Mirizzi-Olsen*
Leticia Remauro*
Yelena Sklyar

Also Present:

Elly Rosenthal, Hebrew Public*

Margot Dirks, DBI*

Ricky Guatier, DBI*

* Denotes by video conference

1. Call to Order

Leticia Remauro opened the meeting at 6:04 pm and reminded everyone in attendance to sign up for public comments if they wished to speak.

2. Adoption of Agenda

Mark Fink made a motion to adopt the March and April 2019 agendas, respectively. Leticia Remauro seconded and the motion carried unanimously.

3. Approval of Minutes

Mark Fink made a motion to adopt the February and March 2019 minutes, respectively. Leticia Angela Mirizzi-Olsen seconded and the motion carried unanimously.

4. Public Comments

None.

5. Facilities Update

Margot Dirks and Ricky Gautier of DBI and Elly Rosenthal, CFO of Hebrew Public updated the board on the search for an incubation facility for the school and answered questions.

6. Adjournment

Leticia Remauro closed the meeting at 6:23 pm.



School Wellness Policy

School Nurse

The school nurse is on post from 8:30 a.m. – 3:30 p.m. daily. If a student is injured, the faculty member in charge must bring him or her to the school nurse. In a medical emergency in school, the School Nurse should be notified immediately. Only the school nurse may determine if a child must go home for medical reasons. In the event that a school nurse is not present, the school must receive permission from a child's parent or legal guardian to allow the child to go home for medical reasons.

Medication Administration

Except as expressly permitted by the School, School employees, including faculty, are not to administer medication of any kind (**including but not limited to Tylenol/Advil and cough medicine**) to students. Only registered nurses and doctors who have proper authorization are permitted to do so, except in the event of a true emergency. **Students may not have prescription or non-prescription medication in their possession without the express written consent of the school nurse.** In the absence of a school nurse, only a Head of School, Director, teacher, coach, physical therapist, or occupational therapist, who is authorized and has received training in safely administering medications from a school nurse or licensed physician, may administer oral, topical, inhalant, or injectable medications. No medication (prescription or non-prescription), will be administered to any student without the written order of an authorized personnel such as but not limited to a licensed physician, licensed dentist, advanced practice registered nurse or physician assistant, and the written authorization of a parent or guardian. The administration of medications as prescribed shall be recorded on an Individual Student Medication Form. As each form is completed, the school nurse will file it in the student's cumulative health record.

CPR and Defibrillation

The School has access to an Automatic External Defibrillators ("AED") for emergency purposes. An AED is a portable, lightweight, automatic external defibrillator that is used to shock the heart of a person who is undergoing sudden cardiac arrest. The use of this piece of equipment requires training and is an essential part of administering emergency first aid immediately to a heart attack victim. The AED enables a trained individual to provide potentially lifesaving assistance in an emergency.



STATEN ISLAND
Hebrew Public
CHARTER SCHOOL

2019-2020 Board Calendar
All meetings begin at 6 pm

Thursday, July 18 th
Thursday, August 22 nd
Thursday, September 26 th
Thursday, October 17 th
Thursday, November 21 st
Thursday, December 19 th
2020
Thursday, January 23 rd
Thursday, February 20 th
Thursday, March 19 th
Thursday, April 30 th
Thursday, May 14 th
Thursday, June 18 th

Food

SIHP serves two meals daily and a snack. Parents are required to complete a Family School Meals Application. Lunch forms are a way for the school to claim Federal and State reimbursements for meals served and a basis for claiming other school funding sources. The lunch program is a month to month program. Parents will pay monthly based on the meals their child has eaten for said month. If parents choose not to participate in the lunch program they will need to send lunch from home with their child. If you have any questions, please contact the main office.

SIHP will conduct a student meals survey twice a year as a means to get students' input on what they like and dislike. In this way, the SIHP administration and food vendor may coordinate a nutritious balanced diet that students will eat and thereafter be well nourished and ready to engage in learning activities.

Due to the frequency of persons with allergies to nuts, peanut butter or any peanut based products are **NOT** permitted in SIHP. We ask that parents who send their children with breakfast, lunch or snack cooperate with us in implementing this policy. We need your collaboration and we appreciate your consideration in this matter.

SIHP does not allow students to share any food items during breakfast, lunch or snack.

In the best interest of your child's nutrition we ask that you do not send candy or soda to school. Additionally, any beverage in a glass bottle will be confiscated. We ask that parents who send their children with breakfast, lunch, or snack cooperate with us in implementing this policy. We need your collaboration and we appreciate your consideration in this matter.

Meals will conform with all nutritional requirements.

Physical Activity

Consistent with research on the positive impact of physical activity, SIHP students will have scheduled recess daily and gym class twice weekly.



Staff Complaint and Grievance Policy

This policy serves to direct staff as to the process for filing a complaint or grievance, in the event of a perceived or actual misconduct, harassment or any work related grievance. The policy is not limited to illegal or illicit behavior, rather it instructs staff in how to address a situation where they are uncomfortable or need assistance.

SIHP will not tolerate any harassment, misconduct or discrimination based on race, color, creed, sex, gender, sexual orientation, national origin, age, disability (including HIV status and AIDS), marital status, military status, predisposing genetic characteristics, or any other characteristic protected by local, state, or federal law, or such actions as opposing discrimination or participating in any complaint process at the EEOC or other human rights agencies. Such harassment does not belong in our workplace or in any work-related setting outside the workplace. The same prohibition applies in relationships to students, parents or guardians, visitors and guests.

a. Directions for Dealing with a Situation When Assistance is Needed

Where appropriate and where the employee feels comfortable doing so, the employee should make a good faith effort to work with the adversarial party/parties to the dispute to resolve the conflict. This effort will consist of problem identification, possible solutions, selection of resolution, process for implementation of resolution, and scheduling a follow-up.

Any SIHP employee who feels they are being mistreated or feels they are unable to effectively handle a situation with another staff member, parent or student is encouraged to speak with their direct supervisor. Any such conversation will remain confidential. If the employee feels they are being mistreated by or that they are not getting sufficient assistance from their supervisor the employee should submit the grievance in writing to the Head of School. Unless an investigation is warranted, all matters will remain confidential. Should the situation require further assistance, the matter will be referred to Hebrew Public staff's Chief Schools Officer if the complaint is an instructional issue or Director of School Operations, NY Region for resolution. If this matter is unresolvable at that level, it will be brought to the board secretary, who will bring the matter to the attention of the full board for a speedy resolution.

b. Informal Complaint Procedure for Misconduct, Offensive Behavior and Harassment

SIHP encourages, but does not require, individuals who believe they are being or have been subject to any type of offensive behavior based on their identity or status to promptly notify the offender that his or her behavior is unwelcome. If for any reason an individual does not wish to confront the offender directly, or if such a confrontation does not successfully end the objectionable behavior, the individual should notify the Head of School or the Head of School's designee, who may, if the individual so requests, speak to the alleged perpetrator on the individual's behalf. An individual reporting sexual or other type of physical, emotional or mental misconduct should be aware; however, that SIHP Leadership may deem it necessary to

take action to address the alleged behavior beyond an informal discussion. The decision will be discussed with that individual. The best course of action in any case will depend on many factors and, therefore, the informal procedure will remain flexible. Moreover, the informal procedure is not a required first step for the reporting individual.

c. Formal Complaint Procedure for Misconduct, Offensive Behavior and Harassment

SIHP has worked with the Board of Trustees to develop this Formal Complaint Procedure. The Board of Trustees consists of eight (8) members as of Spring 2019.

i. Complaint Procedure and Investigation

As noted above, if an employee believes that any School employee, student, vendor, client, or other School contact has victimized him or her, the employee should immediately report the incident in writing to the Head of School. If the Head of School is involved in the reported conduct, or for some reason the employee feels uncomfortable about making a report to the Head of School, the employee should report directly to Hebrew Public's chief of Schools. If the matter is not resolved at that level, the following is the process of submitting the complaint to the board:

- The staff member must put the concern in writing and give it to the Head of School or to another member of the Board of Trustees, who will forward it to the Committee responsible for reviewing or the full Board, as determined by Board policy
- The Board will send a written acknowledgement of receipt of complaint within 5 business days of receiving such complaint.
- The Board will investigate or cause a delegate to investigate the concern and respond to the employee, which shall be completed as swiftly as possible and unless extenuating circumstances exist, within thirty (30) business days of the Board's receipt of the complaint.
- The results of the investigation will be reviewed by the Board at its next regularly- scheduled Board meeting.
- The Board will respond in writing with a decision regarding any written complaint they receive within 30 business days from receipt of complaint.

ii. Timeliness in Reporting Misconduct

SIHP encourages the prompt reporting of any potential violations of this policy, so that it can take appropriate steps to maintain a workplace free of misconduct, and to ensure that its procedures are effective in promoting this goal. While no fixed reporting period has been established, early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of sexual or other forms of behavior.

Investigation and Protection Against Retaliation

SIHP will investigate any such report of misconduct. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge.

All employees have a duty to cooperate in SIHP's investigation of alleged harassment. Failure to cooperate or deliberately providing false information during an investigation shall be grounds for disciplinary action, up to and including termination of employment.

SIHP will not retaliate, nor will it tolerate retaliation, against employees who complain in good faith about objectionable behavior in SIHP environment. Retaliation against an individual for reporting an offense or assisting in providing information relevant to a claim of misconduct is a serious violation of this policy and will be treated with the same strict discipline, as would the misconduct itself. Acts of retaliation should be reported immediately and will be promptly investigated. SIHP is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

iii. Confidentiality

Confidentiality will be maintained to the extent practical and appropriate under the circumstances. SIHP will maintain confidential records of all complaints and how each was investigated and resolved.

iv. Responsive Action

SIHP will take whatever corrective action is deemed necessary, including disciplining any individual who is believed to have violated these prohibitions. Responsive action may include, for example, mandatory training or referral to counseling and disciplinary action such as warnings, reprimands, withholding of a promotion or pay increase, reassignment of the offender, temporary suspension without pay, termination of employment, or other measures such that SIHP believes will be effective in ending the misconduct and correcting the effects of the offense

v. False and Malicious Accusations

False and/or malicious accusations of misconduct, as opposed to complaints which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action, up to and including termination of employment.

Summary of Responsibilities

Employees (this includes all employees of SIHP):

- a) Will refrain from all conduct which might be considered discriminatory or offensive
- b) Will report complaints to a supervisor or the Head of School, who will treat such information with sensitivity due to its confidential nature.
- c) Will cooperate reasonably in any investigation conducted by SIHP or its agent.
- d) Will maintain a workplace free of discrimination, harassment, and intimidation.
- e) Will inform employees of SIHP's policy prohibiting discrimination and misconduct and of their right to bring complaints of this nature, confidentially, to the Head of School.

- f) Will be sensitive to the confidential nature of these matters and to the privacy of all parties involved in such complaints.
- g) Will not retaliate against any employee for bringing a good faith complaint.

Administration (this includes SIHP Leader(s))

- h) Will educate and train employees at each level.
- i) Will ensure that all supervisors and employees are apprised of SIHP's policy against offensive misconduct and of their responsibilities hereunder.
- j) Will meet with employees during orientation upon their hire to review the policy and the types of conduct prohibited.
- k) Will assist supervisors in their investigation of complaints, including but not limited to the training of all investigators in proper investigative procedures and safeguards.
- l) When complaints are lodged directly with the Administration, it shall investigate them promptly and report its findings to the appropriate supervisor or level of management with recommendations concerning corrective action, where appropriate.
- m) Will ensure its accessibility and receptivity to anyone when and if the complaint concerns a school leader.
- n) Will act accordingly should it deem said school leader guilty of any such prohibited conduct.