

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK
REGULAR MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
TUESDAY – NOVEMBER 12, 2013

AGENDA

The order of business at all regular meetings shall be as follows:

1. Call to order by presiding officer
2. Pledge of Allegiance to the Flag

[7:00 P.M. - Meeting Convenes Followed by Student
Presentation(s) and/or Executive Session]

School Board Recognition Week – October 28, 2013 - November 1, 2013

Presentations of Citations and Reception
(Please see separate program)

[8:00 P.M. - Public Session Resumes Beginning with Item #3]

3. Approval of minutes of previous meeting(s): Regular Meeting: October 22, 2013
4. Statement of the Board and/or Superintendent
5. Statement of West Babylon Teachers' Association Representatives
6. Statement of School Administrators' Association Representatives
7. Statement of C.S.E.A. Representatives
8. Statement of Student Association Representatives
9. Statement of PTA Council Representatives
10. Statement of Residents re: agenda items [15 minutes-limited to 3 minutes per speaker]*
11. Report of the Superintendent and/or Educational Presentation
12. Business Agenda [****Consent Agenda Items**]

A. BOARD OF EDUCATION

- ** (R) Approval of Babylon Union Free School District to provide Health and Welfare Services to West Babylon School District Resident Students during the 2013-2014 School Year (Res. #BE-1)
- ** (R) Approval of Professional Development Contract with Insight Consulting Services, Inc. for the 2013-2014 School Year (Res. #BE-2)
- ** (R) Approval of Junior High School Drama Club and School Store for the 2013-2014 School Year (Res. #BE-3 through Res. #BE-4)
- ** (R) Approval of Destruction of Voting Ballots from the May 21, 2013 Budget Vote & Trustee Election (Res. #BE-5)

B. PERSONNEL

- ** (R) 13-P-9 Professional Personnel
- ** (R) 13-C-9 Civil Service Personnel (Res. #PE-1)

C. FINANCE

- ** (R) Appropriation of Funds (Res. #FI-1)
- ** (R) Award of Request for Proposal (Res. #FI-2)

D. FACILITIES

- ** (R) Declaration of Obsolete Equipment (Res. #FA-1)

- 13. Policy Review:
 - A. Board Review-Organization Chart (Third Time Adoption) (File:3220)
 - B. Board Review-Minutes (Second Time Discussion) (File:2360)
 - C. Board Review-Policy Development, Adoption, Implementation and Review (Second Time Discussion) (File:2410)
 - D. Board Review-New Board Member Orientation (Second Time Discussion) (File:2510)
- 14. Board of Education Committee Reports: Curriculum Committee
- 15. Old Business
- 16. New Business
- 17. Follow-Up to Residents' Statements
- 18. Statements of Residents re: other district items [15 minutes-limited to 3 minutes per speaker]*
- 19. Adjournment [This should take place by 11:00 P.M.]

*Per Board Policy 1230: The Board of Education encourages participation of residents at open Board meetings. The President of the Board shall ask for brief statements from residents and set a time limit (three minutes per resident) on such statements. To allow for public participation, a period not to exceed 15 minutes shall be set aside during the first and last part of each Board meeting. The President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented. The President shall have the right to discontinue any presentation which violates this policy. Residents wishing to speak should identify themselves, their address, any organization they may be representing at the meeting, and the topic they wish to discuss. Statements during the first part of the meeting will relate to agenda items. Statements during the second part of the meeting will relate to other district matters.

Follow-Up to Residents' Unanswered Questions

Date	Residents' Questions	Responses
October 22, 2013	-----	-----
October 8, 2013	-----	-----
September 24, 2013	-----	-----
September 12, 2013	-----	-----
August 27, 2013	-----	-----
August 13, 2013	-----	-----
July 23, 2013	-----	-----
July 9, 2013	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK
REGULAR MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
TUESDAY – NOVEMBER 12, 2013
RESOLUTIONS

BOARD OF EDUCATION

*****BE-1**

RESOLVED: that the West Babylon Board of Education approves the following school district to provide health and welfare services to West Babylon School District resident students, for the 2013-2014 school year:

Babylon Union Free School District

*****BE-2**

RESOLVED: that the West Babylon Board of Education approves the signing of the Professional Development Contract, for the 2013-2014 school year, between the West Babylon Union Free School District and Daniel A. Drance, Insight Consulting Services, Inc.

*****BE-3**

RESOLVED: that the Junior High School Drama Club is approved for the 2013-2014 school year:

Faculty Advisor:	Deborah Plezia
President:	Elijah King
Treasurer:	Megan Lamont

*****BE-4**

RESOLVED: that the Junior High School School Store is approved for the 2013-2014 school year:

Faculty Advisor:	RoseLyn Cipparulo
President:	Danielle Marie Comparato
Treasurer:	Deborah Joy Witt

*****BE-5**

RESOLVED: that the West Babylon Board of Education approves the destruction of the voting ballots from the May 21, 2013 Budget Vote & Trustee Election.

PERSONNEL

***PE-1

RESOLVED: that the following schedules, as attached, are approved:

13-P-9

Professional Personnel

13-C-9

Civil Service Personnel

FINANCE

****#FI-1**

RESOLVED: that the West Babylon Board of Education acknowledges that one of the boilers located in the Senior High School broke down on October 25, 2013 and recognizes the need for immediate corrective action. The boiler needs extensive emergency repairs and the costs of these repairs were unforeseen and not included in the 2013-2014 budget. The Board authorizes the appropriation of funds from unassigned fund balance in an amount not to exceed \$175,000 to pay for these repairs. These funds will be added to A1620.4660 (Buildings and Grounds Contract Operation), therefore amending the 2013-2014 budget.

****#FI-2**

RESOLVED: that the Request for Proposal #08-13 for Architect/Engineering Services, as attached, is awarded to BBS Architects as recommended by Jennifer Buscemi, Executive Director for Finance and Operations.

FACILITIES

***#FA-1

RESOLVED: that the West Babylon Board of Education declares the following vehicle obsolete and removed from the transportation roster:

Year:	1995
Make:	Chevy
License Plate:	K28851
VIN #:	1GCGG35K9SF205824

This vehicle requires extensive repair and, based on its overall condition, it is not feasible to repair the vehicle.

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION – TUESDAY - NOVEMBER 12, 2013

PERSONNEL

(R) Schedules: 13-P-9 Professional Personnel
 13-C-9 Civil Service Personnel



PROFESSIONAL PERSONNEL SCHEDULE

I. Professional Personnel Schedule 13-P-9

- A. Family Medical Leaves
- B. Resignation/Retirement
- C. Salary Adjustment Corrections
- D. S.A.T. Proctors/A.C.T. Proctors
- E. 2013-2014 Coaching
- F. 2013-2014 Student Teacher/Observer/Intern

CIVIL SERVICE PERSONNEL SCHEDULE

II. Civil Service Schedule 13-C-9

- A. Family Medical Leave
- B. Leave of Absence Request
- C. Resignation/Retirement
- D. Probationary Appointments
- E. 2013-2014 Per Diem Substitutes

SCHEDULE 13-P-9 Professional Personnel Schedule

Date of Meeting: November 12, 2013

Page 1 of 6 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Rosen, Jennifer	Elementary Tchr.	JK		10/11/13 -	Family Medical Leave
Alexander-Kinnear, Toni	ESL Tchr.	FA		10/21/13 -	Family Medical Leave
Bellacosa, Michael	Physical Ed. Tchr.	TA		10/21/13 -	Family Medical Leave
Levy, Eleanor	Elementary Principal	SA		10/28/13 -	Family Medical Leave
Ramo, Kristine	Speech Tchr.	TA/SB		10/29/13 -	Family Medical Leave
Cicogna, Deborah	Music Tchr.	JK/SA		11/21/13 -	Family Medical Leave
Farrice, Kristi	FACS Tchr.	HS		10/17/13	Resignation from LOA
Coppola, Kathleen	School Nurse Tchr.	DW		11/5/13	Resignation to Retire

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
------	----------	-----------------	-----------------	------------------	----------

Salary Adjustments:

			TO:	9/1/13	Corrections
Brophy, Leslie			Step A-3-1	\$53,236.	(prorate @ 40%)
Jensen, Robin			Step A-7-8	\$80,945.	
LaRosa, Nicole			Step A-3-1	\$53,236.	(prorate @ 40%)
Lemmo, Jaime			Step A-9-6	\$81,792.	
McManus, Leila			Step A-5-1	\$58,076.	

S.A.T. Proctors:

			\$22.30/hr.	10/5/13	
Limone, Jacquelyn					7.5 hrs.
Powers, Daniel					7.5 hrs.
Powers, Brian					8 hrs.

A.C.T. Proctors:

			\$22.30/hr.	10/26/13	
Shaffer, Donna					5 hrs.
Iaquinto, Christine					5.5 hrs.
McArdle, Patrick					5.5 hrs.
Ruiz, Lawrence					5.5 hrs.
Amaya-Velasquez, Idalia					6 hrs.
Powers, Brian					6.5 hrs.
Dombo, Stephen					7 hrs.
Satriano, Paul					7 hrs.

SCHEDULE 13-P-9 Professional Personnel Schedule

Date of Meeting: November 12, 2013

Page 3 of 6 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
S.A.T. Proctors:			\$22.30/hr.	11/2/13	
Powers, Brian					4 hrs.
Simone, Linda					5.5 hrs.
Amaya-Velasquez, Idalia					6 hrs.
Borgo, Danielle					6 hrs.
Carson, Jeffrey					6 hrs.
Heaton, Elise					6 hrs.
Heaton, Bryan					6 hrs.
Iaquinto, Christine					6 hrs.
McArdle, Patrick					6 hrs.
McGrath, Donna					6 hrs.
Mucaria, Donna					6 hrs.
Romeo, Marta					6 hrs.
Tichy, Audrey					6 hrs.
Weis, Danielle					6 hrs.
Shaffer, Donna					6 hrs.
Limone, Jacquelyn					6.5 hrs.
Powers, Daniel					7 hrs.
Montalvo, Andrea					7.5 hrs.
Montalvo, Christina	Test Supervisor				9 hrs.
					9 hrs.
Coaches:				Winter, 2013-2014	
Witkowski, Brooke	JV Head	Basketball (G)	\$5,823.		[resignation]
Mando, Brian	JV Head	Basketball (G)	\$5,823.		[repl. B. Witkowski]
Antonelli, Gina	Varsity Head	Bowling (G)	\$5,150.		[resignation]
Valdemira, Kimberly	Varsity Head	Bowling (G)	\$5,150.		[repl. G. Antonelli]
Martelo, Jose	JHS Head	Volleyball (G)	\$4,139.		[resignation]
Hartranft, Greg	JHS Head	Volleyball (G)	\$4,139.		[repl. J. Martelo]

SCHEDULE 13-P-9 Professional Personnel Schedule

Date of Meeting: November 12, 2013

Page 4 of 6 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
------	----------	-----------------	-----------------	------------------	----------

Student Teacher/Observer:

Comins, Jennifer	Special Education	JK		Fall, 2013	
------------------	-------------------	----	--	------------	--

Psychology Intern:

Fuertes, Jenilee	Psychology	HS		2013-2014	
------------------	------------	----	--	-----------	--

SCHEDULE 13-C-9 Civil Service Personnel Schedule

Date of Meeting: November 12, 2013

Page 5 of 6 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Hurley, Janice	Clerk Typist	FA		10/15/13 -	Family Medical Leave
Gentilesca, Frank	Head Custodian	JK		11/20/13 -	Family Medical Leave
Russo, Dawn	Paraprofessional (special ed. aide)	SA		11/1/13 – 12/13/13	Leave of Absence
Glennon, Josephine	Paraprofessional (clerk typist)	SB		11/20/13	Resignation
Licciardi, Patricia	Senior Clerk Typist	BO		12/31/13	Resignation to Retire
Irfan, Peggy	Paraprofessional (special ed. aide)	SA	Step 1/ \$13.37/hr.	11/13/13	Probationary Appt.

SCHEDULE 13-C-9 Civil Service Personnel Schedule

Date of Meeting: November 12, 2013

Page 6 of 6 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Gernavage, Eileen	Paraprofessional (special ed. aide)	SA	Step 1/ \$13.37/hr.	11/13/13	Probationary Appt.
Scherr, Lynn	Paraprofessional (school monitor)	SA	Step 1/ \$13.37/hr.	11/13/13	Probationary Appt.
Flack, Sandra	Paraprofessional (school monitor)	TA	Step 1/ \$13.37/hr.	11/14/13	Probationary Appt.
Per Diem Substitutes:		DW	\$9./hr.	2013-2014	
*DeSimone, Philip					Paraprofessional
*LeVine, Mary					Clerical/Paraprofessional
*Mallahan, Lisa					"
*Moebes, Jennifer					"
Tese, Patricia		Trans.	\$17./hr.	2013-2014	Bus Driver

*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT
REGULAR MEETING - BOARD OF EDUCATION - TUESDAY- NOVEMBER 12, 2013

FINANCE

(R) Request for Proposal #08-13 for Architect/Engineering Services (**#FI-2)

Request for Proposal #08-13 for Architect/Engineering Services were opened in Business Office.

We received RFP's from the following:

James Campbell
364 West Main Street
Babylon, NY 11702

BJLJ Engineers & Architects, PC
363 Jericho Turnpike
Mineola, NY 11501

Jag Architects
1213 Main Street
Port Jefferson, NY 11777

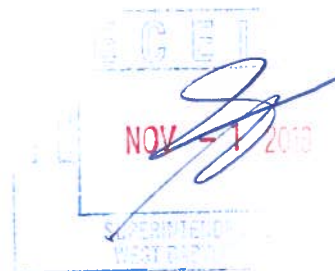
H2M Architects & Engineers
575 Broad Hollow Road
Melville, NY 11747

BBS Architects, Landscape Architects & Engineers, PC
244 E. Main Street
Patchogue, NY 11772

Jennifer Buscemi, Executive Director for Finance and Operations, recommends that BBS Architects be awarded the RFP #08-13 for Architect and Engineering Services.



Jennifer Buscemi, Executive Director for Finance and Operations



WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - NOVEMBER 12, 2013

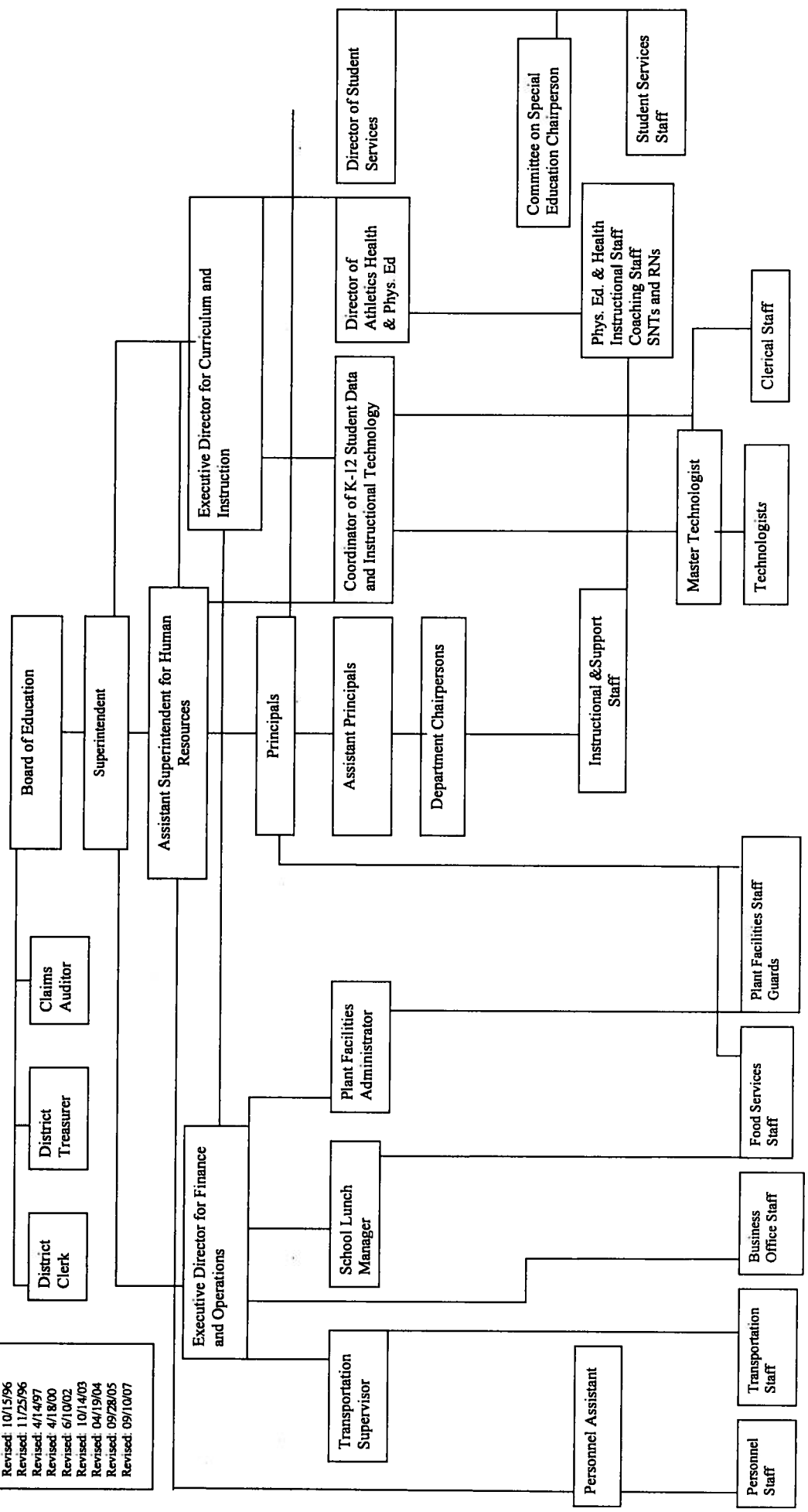
POLICY

- A. Board Review-Organization Chart (Third Time Adoption) (File:3220)
- B. Board Review-Minutes (Second Time Discussion) (File:2360)
- C. Board Review-Policy Development, Adoption, Implementation and Review
(Second Time Discussion) (File:2410)
- D. Board Review-New Board Member Orientation (Second Time Discussion) (File:2510)

DRAFT

WEST BABYLON SCHOOLS ORGANIZATION CHART 2013

Adopted: 2/22/93
Revised: 9/1/93
Revised: 6/10/96
Revised: 10/15/96
Revised: 11/25/96
Revised: 4/14/97
Revised: 4/18/00
Revised: 6/10/02
Revised: 10/14/03
Revised: 04/19/04
Revised: 09/28/05
Revised: 09/10/07



MINUTES

2360

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 of all official meetings of the Board shall be recorded and transcribed by the District Clerk and shall be maintained in her/his custody. Copies of the minutes are to be sent to each Board member together with a notice of time and place of the next regular meeting. [Copies of] Approved minutes shall be *available on the district's website* [sent to PTA presidents and] *and provided upon request, or as otherwise directed by the Superintendent of Schools.*

The contents of the Board minutes shall include all motions, proposals, resolutions, Board business and a summary of the Superintendent's Report, and any statement by members of the public.

The minutes shall clearly indicate any item which has been tabled for further action, along with the date on which action shall be resumed.

Printed copies of the minutes of every official meeting of the Board shall be made available, upon written request, within two weeks after the meeting. Printed minutes of executive sessions must be made available to the public within one week after the date of the executive session, if such minutes were taken. Minutes need only be kept of executive sessions where official actions took place. The Board may designate minutes as "draft" or "tentative" pending their final approval by the Board.

If a Board member is not present at the opening of a meeting, the subsequent arrival time of such member shall be indicated in the minutes.

Ref: Open Meetings Law, Public Officers Law §§100 et seq.
Freedom of Information Law, Public Officers Law §§84 et seq.
Education Law §2121

Replaces in whole or in part former policy BDDG

Adopted: 12/08/2009

POLICY DEVELOPMENT, ADOPTION, IMPLEMENTATION AND REVIEW

The Board of Education is responsible for adopting and assessing the effectiveness of the written policies by which the district is governed. The Board recognizes that written policies are essential to district governance in that they:

- Govern effectively and efficiently across time, situations, and individuals.
- Provide the foundation and guidance for administrative action.
- Publicize the federal, state, and local rules that govern the district.
- Help to evaluate progress by including measurable outcomes.

Development

The Board is committed to developing written policies which:

- Clearly define the district's goals and objectives and reflect the Board's vision.
- Define roles and responsibilities and identify who is responsible for what.
- Provide the Superintendent and district staff with clear guidance regarding expected district administration.
- Allow for flexibility that is needed for day-to-day operations.
- Include measurable outcomes.

Any member of the Board, district staff, students, parents, district taxpayers or other member of the public may identify policy issues. Such issues shall be identified to the Superintendent of Schools. The Superintendent shall be responsible for submitting policy issues to the Board for consideration and for keeping a record of all policy initiatives submitted to the Board.

Before acting on any proposed policy, the Board will assemble the relevant facts, receive recommendations from individuals and groups who will be affected by the policy, and discuss, debate and decide on the substance of the policy in open meeting. The Superintendent shall be responsible for identifying the individuals and groups who will be affected by the policy.

The Superintendent shall be responsible for preparing a written draft of all proposed policies. When reviewing the contents of a proposed policy, the Board will consider whether the proposed policy:

- Is within the scope of the Board's authority.
- Is consistent with state and federal law and the state and federal Constitutions.
- Supports the district's goals and objectives.
- Reflects good practice (e.g., educational, personnel, business, etc.).
- Is reasonable and not arbitrary or discriminatory.
- Adequately covers the subject.
- Is consistent with the Board's existing policies.
- Can be administered in a practical, cost effective manner.

Proposed new policies or suggested amendments should be presented as agenda items at regularly scheduled Board meetings in an established sequence that permits time for study, provides an opportunity for interested parties to react, and ensures an orderly and deliberate process. The three reading process of policy adoption is as follows:

- First Reading - Study and Information
- Second Reading - Discussion
- Third Reading - Action Item

Any action to adopt, amend, or rescind a policy statement requires a majority vote. Except for those policy actions which must be taken on emergency measures, adoption of Board policies should follow the established sequence.

Implementation

The Superintendent shall be responsible for implementing all policies adopted by the Board. This responsibility shall include: promulgating any necessary administrative regulations, ensuring that the policy is included in the board policy manual, and publicizing the policy as necessary to ensure that persons affected by the policy are aware of it.

The board policy manual shall be kept in the district office and made available to the public upon request. A copy of the board policy manual shall also be kept [in each school building library, the West Babylon Public Library and] on the district website

Review

The Superintendent shall be responsible for informing the Board of any policies that are out-of-date or in need of revision. In addition, the Board Policy Committee will review the policy manual periodically, e.g., once every two years basis and will make recommendations to the full board regarding updates as necessary to ensure that the policies are consistent with board goals and district practices.

Ref: Education Law §1604, 1709, 1804 (powers and duties of board of education)

Replaces in whole or in part former policies BF, BFA, BFC, BFD, and BFG

Adopted: 12/08/2009

NEW BOARD MEMBER ORIENTATION**2510**

The Board of Education and the administrative staff shall assist each new Board member-elect to become familiar with and to understand the Board's functions, policies and procedures, and the school district's operation before taking office. A variety of methods will be employed to orient new Board members-elect to their role.

1. Letter of Welcome – Invitation. The District Clerk shall send a letter of welcome to each Board member-elect. The letter shall include an invitation to the member-elect to attend Board meetings as a visitor. At the discretion of the Board, the member-elect shall be invited to attend executive sessions, also as a visitor.
2. Reports and Materials. Board members-elect shall be given selected materials covering the function of the Board and the school district, including [(a) policy manual,] (a) copies of key reports prepared during the previous year by school Board committees and/or the administration, (b) access to minutes of Board meetings of the previous year, (c) latest financial report of the district, and (d) any other materials which may be deemed helpful and informative.
3. Information for New Member. Each Board member-elect shall be invited to meet with the Superintendent of Schools and other administrative personnel to discuss the services that they perform for the school Board and the school district.
4. Tour of Plant. A complete and detailed tour of the various school plants with the administration and Board members may be conducted.
5. Conference Attendance. The new member-elect [shall be] *is required to attend NYSSBA's New Board Member Academy and Fiscal Oversight Workshop (either in person or online) and is encouraged to attend the New York State School Boards Association's [workshop for New School Board Members], conferences, conventions, workshops, and meetings related to public education.*

Adopted: 12/08/2009

Replaces in whole or in part former policies BHA and BHA-R