

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK
REGULAR MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
TUESDAY – JUNE 24, 2014

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]

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

3. Approval of minutes of previous meeting(s):

Regular Meeting:	June 10, 2014
Special Meeting:	June 17, 2014
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 Agency to provide Tutoring Services to West Babylon School District Resident Students during the 2014-2015 School Year (Res. #BE-1)
 - ** (R) Approval of Agency to provide Instruction Services to West Babylon School District Resident Handicapped Students during the Summer of 2014 and during the 2014-2015 School Year (Res. #BE-2)
 - ** (R) Approval of Consultant to provide Special Education Services to West Babylon School District Resident Students during the 2014-2015 School Year (Res. #BE-3)
 - ** (R) Approval of Service Agreement with Abilities, Inc. at The Viscardi Center to provide Assistive Technology Evaluations/Screenings to West Babylon School District Resident Students, with Disabilities, during the 2014-2015 School Year (Res. #BE-4)
 - ** (R) Tabulation of Votes (Res. #BE-5)

A. BOARD OF EDUCATION - Continued

- ** (R) Authorization for the Board President and Superintendent of Schools to Sign a Contract Agreement with the Driver Education Classroom Instructor for the Period July 1, 2014 through June 30, 2016 ((Res. #BE-6)
- ** (R) Authorization for the Board President and Superintendent of Schools to Sign an Employment Agreement with the Executive Director for Human Resources for the Period January 5, 2015 through June 30, 2017 (Res. #BE-7)
- ** (R) Approval/Ratification of Non-Teaching Unit of the Suffolk County Educational Local 870 (CSEA) Memorandum of Agreement and Authorization for Execution of Agreement by Board President and Superintendent of Schools (Res. #BE-8)
- ** (R) Approval/Ratification of CSEA Chief and Head Custodians' Memorandum of Agreement and Authorization for Execution of Agreement by Board President and Superintendent of Schools (Res. #BE-9)

B. PERSONNEL

- ** (R) 13-P-23 Professional Personnel
- ** (R) 13-C-23 Civil Service Personnel (Res. #PE-1)

C. FINANCE

- ** (R) Designation of 2013-2014 Non-Calendar Religious Holidays (Res. #FI-1)
- ** (R) Acceptance of Donations (Res. #FI-2)
- ** (R) Award of Bid (Res. #FI-3)

D. CURRICULUM

- ** (R) Adoption of the Response to Intervention (“RtI”) District Guide, for Grades K-5, for the 2014-2015 School Year (Res. #CU-1)
- ** (R) Adoption of the Amended Code of Conduct for the 2014-2015 School Year (Res. #CU-2)

13. Policy Review:

- A. Board Review-Board Member Qualifications (Third Time Adoption) (File:2121)
- B. Board Review-Management Team (Third Time Adoption) (File:3210)
- C. Board Review-Homebound Instruction (Third Time Adoption) (File:4327)
- D. Board Review-Promotion and Retention of Students (Third Time Adoption) (File:4750)
- E. Board Review-Open Lunch Policy (Third Time Adoption) (File:5181)
- F. Board Review-Student Health Services (Third Time Adoption) (File:5420)
- G. Board Review-School Safety Plans and Teams (Third Time Adoption) (File:8130)
- H. Board Review-Computer Resources and Data Management (Third Time Adoption) (File:8630)
- I. Board Review-Information Security Breach and Notification (Third Time Adoption) (File:8635)

14. Board of Education Committee Reports
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
June 10, 2014	Possibility of combining sports teams with neighboring school district teams	Referred to Mr. Spinelli, Athletic Director
May 28, 2014	-----	-----
May 13, 2014	-----	-----
April 24, 2014	-----	-----
April 8, 2014	North Babylon School District Robo Calls	Mrs. Jones, District Clerk, contacted the North Babylon School District. The district only sends out a robo call if the original date or time of a Board of Education Meeting or Budget Meeting has been changed. The district does not send out meeting reminder robo calls.
March 25, 2014	Possibility of combining Senior High School swim, bowling, gymnastics & golf teams with neighboring school district teams	Mr. Cacciola said in the past Deer Park, Babylon and Lindenhurst school districts were not interested in combining teams. However, Mr. Spinelli, Athletic Director, is reaching out to them again.
March 11, 2014	-----	-----
February 25, 2014	-----	-----
February 11, 2014	-----	-----
January 28, 2014	Cost of Metal Detectors	Mr. Cacciola said he would request a quote from Intralogic for further consideration.
January 14, 2014	-----	-----
December 10, 2013	-----	-----
November 26, 2013	-----	-----
November 12, 2013	-----	-----
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 – JUNE 24, 2014
RESOLUTIONS

BOARD OF EDUCATION

****#BE-1**

RESOLVED: that the West Babylon Board of Education approves the following agency to provide tutoring services, at a cost of \$44.00 per hour, to West Babylon School District resident students during the 2014-2015 school year:

Islip Tutoring Service, Inc.

****#BE-2**

RESOLVED: that the West Babylon Board of Education approves the following agency to provide instruction to West Babylon School District resident handicapped students during the summer of 2014 and the 2014-2015 school year:

Brookville Center for Children's Services, Inc., Autism Program

****#BE-3**

RESOLVED: that the West Babylon Board of Education approves the following consultant to provide special education services to West Babylon School District resident students for the 2014-2015 school year:

Marion K. Salomon and Associates, Inc.

****#BE-4**

RESOLVED: that the West Babylon Board of Education approves the Service Agreement to provide Assistive Technology evaluations/screenings to West Babylon School District resident students, with disabilities, during the 2014-2015 school year:

Abilities, Inc. at The Viscardi Center

****#BE-5**

RESOLVED: that the West Babylon UFSD Board of Education accepts the tabulation of votes as certified by the inspectors of election and the District Clerk at the West Babylon School District's Budget Revote held on June 17, 2014, and the results of such tabulations were as follows:

Proposition # 1: School District Budget

Yes: 1432

No: 542

****#BE-6**

RESOLVED: that the Board President and the Superintendent of Schools are authorized to sign a Contract Agreement with the Driver Education Classroom Instructor for the period July 1, 2014 through June 30, 2016.

****#BE-7**

RESOLVED: that the Board President and the Superintendent of Schools are authorized to sign an Employment Agreement with the Executive Director for Human Resources for the period January 5, 2015 through June 30, 2017.

****#BE-8**

RESOLVED: that the Board of Education of the West Babylon Union Free School District hereby approves and ratifies the Memorandum of Agreement, dated June 19, 2014, with the West Babylon Non-Teaching Unit of the Suffolk County Educational Local 870 (CSEA); and

BE IT FURTHER RESOLVED: that the West Babylon Board of Education authorizes the Board President and the Superintendent of Schools to execute the formal Collective Bargaining Agreement for the period July 1, 2014 through June 30, 2017, consistent with the terms of the Memorandum of Agreement.

****#BE-9**

RESOLVED: that the Board of Education of the West Babylon Union Free School District hereby approves and ratifies the Memorandum of Agreement, dated June 19, 2014, with the West Babylon Chief and Head Custodians' Unit, of the Civil Service Employees' Association; and

BE IT FURTHER RESOLVED: that the West Babylon Board of Education authorizes the Board President and the Superintendent of Schools to execute the formal Collective Bargaining Agreement for the period July 1, 2014 through June 30, 2017, consistent with the terms of the Memorandum of Agreement.

PERSONNEL

***PE-1

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

<u>13-P-23</u>	Professional Personnel
<u>13-C-23</u>	Civil Service Personnel

FINANCE

***FI-1

RESOLVED: that the following dates be designated as non-calendar religious holidays for the 2013-2014 school year:

Sukkot	9/23/13
Shemini Atzeret	9/26/13
Eid al Adha	10/15/13
All Saints Day	11/1/13
St. Nicholas Day	12/6/13
Feast of Our Lady of Guadalupe	12/12/13
Pasadas Navidenas	12/20/13
Nativity of Christ	1/7/14
Maghi	1/13/14
Mahayana New Year	1/16/14
Blessing of the Animals	1/17/14
Chinese New Year	1/31/14
St. Valentine's Day	2/14/14
Maha Shivaratri	2/28/14
Hola Mohalla	3/17/14
Rama Navami	4/8/14
First Day of Ridvan	4/21/14
Ninth Day of Ridvan	4/29/14
Yom Ha'Atzmaut	5/5/14
Confirmation	6/4/14

***FI-2

RESOLVED: that the West Babylon Board of Education gratefully accepts the following donations, from Ahold Financial Services, through the Stop & Shop A+ School Rewards Program:

1. Forest Avenue School	-	\$149.68
2. Santapogue School	-	\$395.99
3. South Bay School	-	\$375.99
4. Junior High School	-	\$3,078.15
5. Senior High School	-	\$80.99

The above donations will be deposited into each appropriate school Trust & Agency Account.

***FI-3

RESOLVED: that the Drivers Education Bid T-471, for the period July 1, 2014 through June 30, 2015, as attached, be awarded to Fitzgerald Driving School, as the school is the only responsible bidder, as recommended by Mrs. Jennifer Buscemi, Executive Director of Finance & Operations.

CURRICULUM

****#CU-1**

RESOLVED: that the West Babylon Board of Education adopts the Response to Intervention (“RtI”) District Guide, for Grades K-5, for the 2014-2015 school year, which contains revisions and additions.

****#CU-2**

RESOLVED: that the West Babylon Board of Education adopts the Code of Conduct, for the 2014-2015 school year, which contains revisions and additions.

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - JUNE 24, 2014

PERSONNEL

(R) Schedules: 13-P-23 Professional Personnel
 13-C-23 Civil Service Personnel



PROFESSIONAL PERSONNEL SCHEDULE

I. Professional Personnel Schedule 13-P-23

- A. Family Medical Leaves
- B. Retirement
- C. Excessed Teacher
- D. Probationary Appointment
- E. Regular Substitute Appointment
- F. SAT/AP/ACT Proctors
- G. 2013-2014 Per Diem Substitute
- H. 2014 Summer Work
- I. 2014-2015 Adult Education
- J. 2014-2015 BET Members
- K. 2014-2015 Annual Appointments

CIVIL SERVICE SCHEDULE

II. Civil Service Schedule 13-C-23

- A. Family Medical Leave
- B. Leave of Absence Requests
- C. Resignation
- D. 2014-2015 Part-Time Reappointment
- E. Promotion
- F. Probationary Appointments
- G. 2014 Summer Work
- H. 2014-2015 Student PAC Technicians
- I. 2014-2015 Per Diem Substitutes



SCHEDULE 13-P-23 Professional Personnel Schedule

Date of Meeting: June 24, 2014

Page 1 of 11 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Graziosa, Sonnya	Elementary Tchr.	FA		5/22/14 -	Family Medical Leave
Buchwald, Jaime	Music Tchr.	JH		5/23/14 -	Family Medical Leave
Alexander-Kinnear, Toni	ESL Tchr.	FA		5/29/14 -	Family Medical Leave
Manzi, Christine	Elementary Tchr.	SA		6/19/14 -	Family Medical Leave
Zuhlke-Perry, Lisa	Music Tchr.	FA/SB		2/1/14	Resignation to Retire

The following one (1) probationary Foreign Language teacher is excessed effective 7/1/14:

Marino, Leslie

The following position is abolished effective 1/5/15:

Assistant Superintendent for Human Resources

The following position is established effective 1/5/15:

Executive Director for Human Resources

Hanley, Shawn	Executive Director for Human Resources	Adm.	\$140,000. (prorate)	1/5/15	Probationary Appt.
Hanley, Shawn	Assistant Principal	HS		1/5/15 - 1/5/16	Leave of Absence
Craig, Amanda	Regular Substitute/ Elementary Tchr.	TA	Step A-5-1/ \$58,511.	9/1/14 - 6/30/15, or earlier at district's discretion	[certs: Ch. Ed., 1-6, Early Ch. Ed. B-Gr. 2, & Literacy B-Gr.6]

SCHEDULE 13-P-23 Professional Personnel Schedule

Date of Meeting: June 24, 2014

Page 2 of 11 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<u>S.A.T. Proctors:</u>			\$22.30/hr.	5/3/14	
Doyno, Ian					5.5 hrs.
Heaton, Elise					5.5 hrs.
Mucaria, Donna					5.5 hrs.
Rogovitz, Eugene					5.5 hrs.
Simone, Linda					5.5 hrs.
Valensisi, Valerie					5.5 hrs.
Amaya, Idalia					6 hrs.
Borgo, Danielle					6 hrs.
Carson, Jeffrey					6 hrs.
Goodwin, Deborah					6 hrs.
Iaquinto, Christine					6 hrs.
Kohler, Amy					6 hrs.
McArdle, Patrick					6 hrs.
McGrath, Donna					6 hrs.
Romeo, Marta					6 hrs.
Ruiz, Lawrence					6 hrs.
Tichy, Audrey					6 hrs.
Weis, Danielle					6 hrs.
Montalvo, Andrea					9 hrs.
Montalvo, Christina	Test Supervisor				9 hrs.
<u>A.P. Proctor:</u>			\$22.30/hr.	5/23/14	
Iaquinto, Christine					1.75 hrs.
<u>S.A.T. Proctors:</u>			\$22.30/hr.	6/7/14	
Powers, Daniel					5 hrs.
Powers, Brian					5.5 hrs.
Baker, Melanie					6.25 hrs.
<u>A.C.T. Proctors:</u>			\$22.30/hr.	6/14/14	
Amaya, Idalia					5.5 hrs.
Iaquinto, Christine					5.5 hrs.
Powers, Daniel					5.5 hrs.
Ruiz, Lawrence					5.5 hrs.
McArdle, Patrick					5.75 hrs.
Hickey, Susan					6 hrs.
Powers, Brian					6 hrs.
Baker, Melanie					7 hrs.
Dombo, Stephen					7 hrs.
Goodwin, Deborah					8 hrs.
Satriano, Paul	Test Supervisor				8 hrs.

SCHEDULE 13-P-23 Professional Personnel Schedule

Date of Meeting: June 24, 2014

Page 3 of 11 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<u>Per Diem Substitute:</u>		DW	\$90./day	June, 2014	
Billings, Natalia					
<u>Coursework Leading to Additional Certification:</u>				June, 2014	STLE Grant [Special Ed.] [TESOL]
Amaya, Idalia		HS	\$1,000.		
Grimsley-Goldberg, Diane		JH	\$1,000.		
<u>CSE/CPSE Representatives:</u>				Summer, 2014	
Angelon, Jennifer			\$87.41/hr.		
Augustine, Janine			\$99.15/hr.		
Chiquitucto, Alison			\$88.79/hr.		
DeLuca, Jill			\$86.55/hr.		
Duncan, Justine			\$59.73/hr.		
Fazio, Hillary			\$99.15/hr.		
Febbraro, Nancy			\$99.15/hr.		
Flynn, Ann			\$88.79/hr.		
Fortanasce, Michele			\$74.57/hr.		
Ging, Stacey			\$95.54/hr.		
Hoppe, Lisa			\$99.15/hr.		
Kavanagh, Peter			\$99.15/hr.		
Lawton, Christine			\$53.03/hr.		
Leonbruno, Thomas			\$87.09/hr.		
Loughlin, Laure			\$91.02/hr.		
Shein, Jaimie			\$88.79/hr.		
Thiel, Elizabeth			\$82.08/hr.		
Thorschmidt, Joanne			\$64.20/hr.		
<u>Summer Work:</u>				Summer, 2014	
DeBlasio, Diane			\$51.89/hr.		225 hrs.
Allcot, Thomas			\$39.79/hr.		152 hrs.
Knudsen, Robert			\$39.79/hr.		152 hrs.
Timko, Margaret			\$39.79/hr.		152 hrs.
Weis, Danielle			\$39.79/hr.		152 hrs.
Wolkiewicz, Sharon			\$39.79/hr.		152 hrs.

SCHEDULE 13-P-23 Professional Personnel Schedule

Date of Meeting: June 24, 2014

Page 4 of 11 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Summer Work:				Summer, 2014	
Thomas, Stephanie	Scheduling		\$591.64/day		Up to 2 full days
Hickey, Susan	"		\$594.89/day		Up to 2 full days
Marcin-D'Angelo, Allison	"		\$492.49/day		Up to 2 full days
Satriano, Paul	"		\$438.85/day		Up to 2 full days
Schilt, Brianne	"		\$398.62/day		Up to 2 full days
Dombo, Stephen	"		\$385.21/day		Up to 2 full days
Spinelli, Anthony	Athletics		\$569.98/day		Up to 30 full days
Nocerino, Stephanie	Coord. of K-12 Stud. Data & Inst. Tech.		\$534.01/day		Up to 30 full days
Sewell, Mary Jean	CPSE Chairperson		\$524.17/day		Up to 8 days
Leonbruno, Thomas	CSE Scheduling		\$522.56/day		Up to 3 days
Thiel, Elizabeth	CSE Scheduling		\$492.49/day		Up to 3 days
Clark, Julia	Screenings/Physicals		\$75.38/hr.		6 hrs.
Autera, Jennifer	"		\$95.54/hr.		6 hrs.
Daly, Adair	"		\$32.79/hr.		6 hrs.
LaMantia, Joanne	"		\$36.37/hr.		6 hrs.
Lentricchia, Janet	"		\$42.77/hr.		6 hrs.
Raimondi, Theresa	"		\$42.23/hr.		6 hrs.
Senzamici, Donna	"		\$42.23/hr.		6 hrs.
Bergmann, Jennifer	Screening New Entrants		\$86.55/hr.		6 hrs.
Fitzgerald, Jeanne	"		\$99.15/hr.		6 hrs.
Granieri, Lisa	"		\$93.30/hr.		6 hrs.
Kahler, Timothy	"		\$91.02/hr.		6 hrs.
Mostransky, Elissa	"		\$77.61/hr.		6 hrs.
Shay, Meghan	"		\$84.32/hr.		6 hrs.

SCHEDULE 13-P-23 Professional Personnel Schedule

Date of Meeting: June 24, 2014

Page 5 of 11 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Adult Education:		HS		2014-2015	
McGrath, Donna	Director		\$1800./session		
Losito, Christopher	"		\$1800./session		
Adult Education Instructors:			\$25./hr.	Fall, 2014	
Axelson, Gregory	Adult Fitness Program				
Enriquez, Jonathan	Adult Fitness Program/Substitute				
Snyder, John	Adult Fitness Program/Substitute				
Baez, Rosalis	Spanish for Beginners				
Bianco, Maureen	Line Dancing: It's Not Just Country Anymore				
Crichton, Kim	Pilates				
	Iyengar Yoga				
	Iyengar Yoga - Faculty & Staff				
Dunlop, Kyle	Introduction to Microsoft Word				
	Introduction to Microsoft Excel				
LeClaire, Kathleen	Painting for Beginners or Those Who Wish to Refresh Their Skills				
Krieg, Nicole	Italian				
Powers, Joseph	Introduction to Guitar				
Merkler, Cynthia	Zumba				
	Zumba - Faculty & Staff				
Adult Education Consultants:				Fall, 2014	
U.S. Coast Guard Auxiliary - America's Boating Course			\$35./person		
c/o Steven Cottral					
Notary Public Central, Inc.	Notary Public Course		\$50./person		
"	Notary Signing Agent Course		\$50./person		
Greco, Linda	Defensive Driving		\$28./person		
Have Dummy Will Travel	Adult, Child and Infant CPR/AED		\$45./person		
c/o Erik Zalewski	CPR for Professionals and				
	Healthcare Providers		\$45./person		
	Basic First Aid		\$45./person		
	Pet First Aid/Disaster Preparedness		\$45./person		
Adult Education Volunteer Instructors:			-\$0.-	Fall, 2014	
Kass, Steven	Elder Law and Estate Planning				
	Special Needs Planning				
Bergmann, Ira	Income and Asset Conservation				
Esposito, Jan & Tony	How to Pay for College Without Going Broke				
Danaher, Meg	Getting the Most from Social Security				
Espinoza, Shirley	Lick the Sugar Habit				
	Tummy Troubles				
	Allergies				
	What Your Feet Can Tell You About Your Health				
Caramico, Jake	Money - The 60 Minute "Money Course"				

SCHEDULE 13-P-23 Professional Personnel Schedule

Date of Meeting: June 24, 2014

Page 6 of 11 pages.

=====

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

=====

Building Effectiveness Team Members:

\$750./each

2014-2015

Title II Grant

Forest Avenue

Bergmann, Jennifer

Christie, Diane

Lynch, Jadyn

Miccio, Therese

John F. Kennedy

Flynn, Ann

Giorgianni, Allison

Hoppe, Lisa

Shay, Meghan

Santapogue

Fitzgerald, Jeanne

Heller, Rebecca

Kormas, Marianne

Turano, Nancy

South Bay

Castelli, Erin

Chiquitcto, Alison

Fazio, Hillary

Ross, Michelle

Tooker Avenue

Gottlieb, Susan

Kalinowski, Barbara

Murray, Kathleen

Squicciarini, Patricia

SCHEDULE 13-P-23 Professional Personnel Schedule

Date of Meeting: June 24, 2014

Page 7 of 11 pages.

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

<u>Building Effectiveness Team Members:</u>			\$750./each	2014-2015	Title II Grant
--	--	--	-------------	-----------	----------------

Junior High School

Augustine, Janine
Brower-Cohen, Christine
Carrozzo, Diane
Dell'Isola, Robert
Perillo, Anthony
Rodgers, Ian
Theo, Harry

Senior High School

Galvin, Donna
Gisonda, Bernadette
Jabour, Lynette
Jonasson, Christopher
Kelly, Barbara
Losito, Christopher
Romeo, Marta

SCHEDULE 13-P-23 Professional Personnel Schedule

Date of Meeting: June 24, 2014

Page 8 of 11 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<u>Administrative Assistants:</u>					
Rodgers, Ian		JH	\$3,704.	2014-2015	
Bauer, Scott		HS			
<u>Cluster Leaders:</u>					
Cipparulo, RoseLyn		JH	\$2,364.	2014-2015	
Delaney, Kevin					
Powers, Julia					
<u>Cluster Leaders:</u>					
Iaquinto, Christine	Art	HS	\$2,364.	2014-2015	
Rogovitz, Eugene	Business, Tech. & FACS				
Jabour, Lynette	English				
Owenburg, Kristina	Mathematics				
Cafiero, Mary Ann	Music				
Konopa, Kenneth	Science				
Losito, Christopher	Social Studies				
<u>Alternative Evening and High School Suspension Program:</u>					
Snyder, Scott	Director		\$8,600.	2014-2015	
Losito, Christopher	Asst. Director		\$2,950.		
McGrath, Donna	Asst. Director		\$2,950.		
<u>PAC Coordinators:</u>					
Barone, Joseph		HS	\$4,000.	2014-2015	
Kelly, Barbara					
<u>PAC Technicians:</u>					
Cafiero, Mary Ann			\$35./hr.	2014-2015	
Carson, Jeffrey					
DeGaetano, Daria					
Goodwin, Ryan					
Heaton, Bryan					
Powers, Terrence					
<u>Copy Center:</u>					
DeSimone, Gerard	Student Advisor	HS	\$2,400.	2014-2015	

SCHEDULE 13-C-23 Civil Service Personnel Schedule

Date of Meeting: June 24, 2014

Page 9 of 11 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
McCormack, Thomas	Custodial Wrkr. I	JH		6/2/14 -	Family Medical Leave
Caputo, Catherine	Paraprofessional (hall monitor)	HS		6/2/14 - 6/30/14	Leave of Absence
Johnston, Gregoria	Paraprofessional (hall monitor)	HS		6/2/14 - 6/30/14	Leave of Absence
Brower, Kevin	Custodial Wrkr. I	FA		7/1/14 - 3/18/15	Leave of Absence [extension]
Cruz, Rosa	Food Service Wrkr. 'B'	SB		6/24/14	Resignation
Re-Appointed for the 2014-2015 School Year:					
Foster, Christine	PT/Physical Therapist (.6)	SA/DW	\$71,599. + 650. long. (prorate @ 60%)	9/1/14 - 6/30/15	
Meyer, John	Automotive Mechanic IV	Trans.	Step 2/ \$53,848.	7/1/14	[promoted from Auto. Mechanic III]
Caton, Michael	Custodial Wrkr. I	TBD	Step 8/ \$56,912.	7/1/14	[from Maint. Mech. II]
Neilson, Brian	Custodial Wrkr. I	TBD	Step 1/ \$38,891.	7/1/14	Probationary Appt.
Jordan, Jamale	Custodial Wrkr. I	TBD	Step 1/ \$38,891.	7/1/14	Probationary Appt.
Bianco, Jonathan	Custodial Wrkr. I	TBD	Step 1/ \$38,891.	7/1/14	Probationary Appt.

SCHEDULE 13-C-23 Civil Service Personnel Schedule

Date of Meeting: June 24, 2014

Page 10 of 11 pages.

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

Summer Work:

Lynch, Kathleen	Clerk Typist	HS	\$157.26/day	Summer, 2014	[10 days]
-----------------	--------------	----	--------------	--------------	-----------

Martel-Nelli, Johanne	Clerk Typist	JH	\$152.40/day		[4 days]
-----------------------	--------------	----	--------------	--	----------

Luciani, Antoinette	Paraprofessional (school teacher aide)	JH	\$16.10/hr.	5 days	[4 hrs./day]
---------------------	---	----	-------------	--------	--------------

Student PAC Techs:

Garcia, Kyle			\$8./hr.	2014-2015	
Henshaw, Kyle					
Partain, Joseph					
Valenti, Joseph					

SCHEDULE 13-C-23 Civil Service Personnel Schedule

Date of Meeting: June 24, 2014

Page 11 of 11 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<u>Per Diem Substitutes:</u>			\$9./hr.	2014-2015	Clerical
Antonino, Grace					
Boucher, Michelle					
Callanan, Michele					
Farina, Arleen					
Giordano, Frances					
Goldenbaum, Adrienne					
Minghillo, Sonia					
Palminteri, Mary Ann					
Ritter, Rachel					
<u>Per Diem Substitutes:</u>			\$10./hr.	2014-2015	Custodian
Barry, Michael					
Bianco, Jonathan					
Cali, Salvatore					
Coyne, Michael					
Ferris, Kevin					
Luciani, Anthony					
Mariconda, Frank					
Phillips, Matthew					
Regan, Kenneth					
Simpson, Raymond					
Thiel, Michael					
Villani, Joseph					
<u>Guards:</u>			\$16./hr.	2014-2015	
Caggiano, Joseph					
Frank, Alfred Sr.					
Frank, Alfred Jr.					
Mulholland, Betty Sue					
Sullivan, John					
Teufel, Donald					
Teufel, Gerald					
Dominguez, Thomas					[substitute]
Randazzo, Joseph					[substitute]

WEST BABYLON UNION FREE SCHOOL DISTRICT
REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - JUNE 24, 2014

FINANCE

(R) Award of Bid T-471 – Driver’s Education (**#FI-3)

Bids were opened in the Business Office on June 5, 2014 at 9:30 AM for the Drivers Education Bid T-471 for the 2014-2015 school year.

The following vendors received bid packets:

All Care Driving School
148 Broadway
Hicksville, NY 11801

Suffolk Auto Driving School
30 Vernon Valley Road
East Northport, NY 11731

Fitzgerald Driving School
1350 Deer Park Avenue
North Babylon, NY 11703

American Driving School
411 40th Street
Lindenhurst, NY 11757

Mid-Island Driving School
323 Smithtown Boulevard
Ronkonkoma, NY 11779

The following vendors submitted bids:

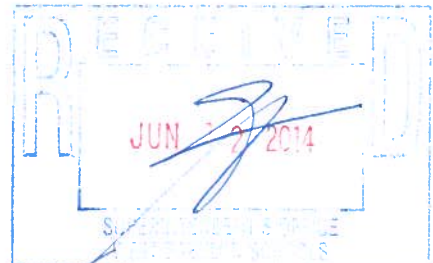
Fitzgerald Driving School \$255.00 2014/15 School Year
Per Student

Alternate #1 - Summer 2014 \$250.00 2014 Summer
Per Student

Jennifer Buscemi, Executive Director for Finance & Operations, recommends that Fitzgerald Driving School be awarded the Driving School Bid T-471 for July 1, 2014 through June 30, 2015 as they are the only responsible bidder.



Jennifer Buscemi
Executive Director for Finance & Operations



WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - JUNE 24, 2014

POLICY

- A. Board Review-Board Member Qualifications (Third Time Adoption) (File:2121)
 - B. Board Review-Management Team (Third Time Adoption) (File:3210)
 - C. Board Review-Homebound Instruction (Third Time Adoption) (File:4327)
 - D. Board Review-Promotion and Retention of Students (Third Time Adoption) (File:4750)
 - E. Board Review-Open Lunch Policy (Third Time Adoption) (File:5181)
 - F. Board Review-Student Health Services (Third Time Adoption) (File:5420)
 - G. Board Review-School Safety Plans and Teams (Third Time Adoption) (File:8130)
 - H. Board Review-Computer Resources and Data Management (Third Time Adoption)
(File:8630)
 - I. Board Review-Information Security Breach and Notification (Third Time Adoption)
(File:8635)
-

DRAFT

2121

BOARD MEMBER QUALIFICATIONS

The qualifications of a Member of the Board of Education are that the individual:

1. must be able to read and write;
2. must be a qualified voter of the district; that is, a citizen of the United States, at least 18 years of age or older, and not adjudged to be an incompetent;
(Note: a convicted felon is barred from running for a seat on a board of education if his or her maximum prison sentence has not expired or if he or she has not been pardoned or discharged from parole)
3. must be and have been a resident of the school district for at least one year prior to election;
4. may not have been removed from any school district office within the preceding year;
5. may not reside with another member of the same school board as a member of the same family;
6. may not be a current employee of the school board; and
7. may not simultaneously hold another incompatible public office.

Ref: Education Law §§2102; 2103; 2502(7)
Election Law §5-106(2)-(4), (6)
Rosentock v. Scaringe, 40 N.Y.2d 563 (1976)
Matter of Schoch, 21 EDR 300 (1981)

Adoption date: December 13, 2011

Management Team

3210

In order to provide continuity in decision making and sharing of information, in the absence of the Superintendent of Schools, refer matters to the Assistant Superintendent for Human Resources. In the absence of both, refer matters to the Executive Director for Curriculum & Instruction. In the absence of all three, refer matters to the Executive Director for Finance and Operations.

Cross Reference: File: 3220 – Organization Chart
 File: 1400 – Public Complaints

Adopted: 9/14/92
Revised: 4/26/93
Revised: 10/27/97
Revised: 2/5/07
Revised: 3/31/08
Revised: 9/28/10



HOMEBOUND INSTRUCTION

Homebound instruction is a service provided to students who are unable to attend school due to medical, emotional or disciplinary problems. Secondary students receive instruction for two hours per day and elementary students receive one hour per day. Students receive credit for their work while on homebound instruction. Instruction will be provided on days when school is regularly in session.

The district makes provisions for homebound instruction upon referral from the Executive Director for Curriculum and Instruction following the guidelines established by the Superintendent of Schools for placing a student on homebound instruction.

Homebound instruction will strive to keep the student on pace to rejoin his/her class and maintain academic progress. The Board recognizes that students who are out of school for extended periods of time are at risk of falling behind academically and/or losing connection to the school community. The Board directs the administration to evaluate periodically whether homebound instruction is effective in keeping students on track to graduate, and if not, to take steps to improve instruction and implement approaches and/or offer services that support the transition back to school.

Cross-ref: 5100, Attendance

Ref: Education Law §§1709(24); 4401 et seq.
8 NYCRR §175.21

Adoption date: 11/09/10

Replaces in whole or in part former policy IGBG

PROMOTION AND RETENTION OF STUDENTS

It is essential that each child experience both challenge and success from school activities. To this end, the district will make every effort to place each student in the most appropriate learning level for a successful educational experience.

Academic growth, like physical growth, does not take place at the same pace or time for all individuals. Certain students may achieve mastery in a shorter period, while others need additional time. Early identification and intervention, promotion and retention are methods of meeting the needs of such children.

The following guidelines shall govern student progression:

Early Identification/Intervention

Classroom teachers are expected to make every effort consistent with the district's implementation of Response to Intervention (RTI), to identify early those students at risk of failing. The building principal and the parents/guardian must be notified promptly if retention is anticipated, and a special support program shall be designed for each child identified as in danger of failing. Such support services may include, but are not limited to, individualized assistance before, during or after the school day; remedial classes; a change in instructional [treatment] approach, remedial classes; and, where appropriate, referral to the Instructional Support Team, or ultimately the Committee on Special Education for evaluation.

Promotion/Retention

Elementary schools; at the elementary level, students who pass all subjects will be promoted. Students who do not make satisfactory progress in one or more basic subjects – Reading, English, Language Arts, Mathematics, [Spelling], Social Studies and Science – shall have their cases considered on an individual basis by the school building instructional support team and may be retained. Retention shall be limited to those situations where the best interest of the child is reasonably assured. Diligent effort shall be made to use all available resources to determine the child's appropriate placement.

Junior High School; Students who fail only one subject shall have the failure evaluated and a determination made as to the reason for the failure. The student may be required to repeat the subject, but in typical cases shall be promoted with recommendation for either summer school or assignment to a lower academic ability group. The decision shall be arrived at by consensus from a case conference approach involving teacher, principal and guidance counselor.

Students who fail two subjects shall have their cases considered on an individual basis through a case conference approach described above.

Students who fail more than two subjects shall fail for the year and be retained.

Senior High School; in general, promotion from one class to the next shall be contingent upon the passing of all required subjects and the accumulation of 4 or 5 units of credit at each level.

4750 (cont'd)

Academic standards; Building principals shall be responsible for ensuring that written standards for student progress at each grade level are available to parents and others upon request. Such academic standards are to be forwarded to the Superintendent of Schools each year.

Retention; A decision to retain shall be arrived at by consensus from a case conference approach involving the teacher, building principal, school psychologist, and parent/guardian. Factors to be considered include teacher recommendation, classroom achievement and attitude, standardized test scores, social and emotional development, results of the family conference and, for identified students, recommendations by the Committee on Special Education. Standardized test scores will not be the sole or primary factor in the decision. If a consensus cannot be reached, the decision of the building principal shall be final.

No student will be retained without an appropriate educational plan defining what will occur that is instructionally different for the student. Once the educational plan has been implemented, the student will be monitored regularly. The educational plan will be revised until the student demonstrates acceptable performance.

In order to inform parents/guardians about the district's approach to promotion and retention, this policy will be posted on the district website and included in student and/or parent handbooks.

Ref: Education Law §§1709; 2503(4); 3202
8 NYCRR §100.4
Isqwith v. Levitt, 285 App. Div. 833; 137 N.Y.S.2d 497 (1955)
Matter of Eckert, 13 EDR 270 (1979)
Op. Counsel, 1 EDR 775 (1952)

Adoption date:

Replaces in whole or in part former policy IKE

Closed Lunch Policy

File: 5181

Effective September 2014, the West Babylon School District will institute a closed campus lunch policy. A student who leaves school during school hours without permission from building administration shall be considered insubordinate and is subject to suspension from school.

Cross References:

- JED - Student Absences and Excuses
- JEDA - Truancy
- JGD/JGE - Student Suspension/Expulsion

Replaces former policy JEF and JEF-R

- Adopted: 09/02/86
 - Revised: 02/23/98
 - Revised: 09/22/09
 - Revised: 02/28/12
-

STUDENT HEALTH SERVICES

The Board of Education recognizes that good student health is vital to successful learning and acknowledges its responsibility, along with that of parent(s) or guardian(s), to protect and foster a safe and healthful environment for the students.

The school shall work closely with students' families to provide detection and preventive health services. In accordance with law, the school will provide vision, hearing, and scoliosis screening. Problems shall be referred to the parent(s) or guardian(s) who shall be encouraged to have their family physician/dentist provide appropriate care.

In order to enroll in school a student must submit a health certificate within 30 calendar days after entering school, and upon entering second, fourth, seventh and tenth grades. The examination, which must conform to state requirements, must have been conducted no more than 12 months before the first day of the school year in question. If a student is unable to furnish the health certificate, the school will provide a physical examination by a licensed provider. A request for exemption from the physical examination, or the requirement to provide a health certificate, must be made in writing to the school principal or designee, who may require documents supporting the request. The only basis for exemption is a claim that the physical examination is in conflict with the parent or guardian's genuine and sincere religious belief.

In order to enroll in school, students must also furnish documentation of required immunizations against certain communicable diseases, as set forth in state law and regulations, unless exempted from immunizations for medical or religious reasons as permitted by state law and regulation.

In addition, students will be asked to provide a dental health certificate when they enroll in school and in accordance with the same schedule as the health certificate.

A permanent student health record shall be part of a student's cumulative school record and should follow the student from grade to grade and school to school along with his/her academic record. This record folder shall be maintained by the school nurse.

Schools shall also provide emergency care for students in accidental or unexpected medical situations. Each school in the district will include in its emergency plan a protocol for responding to health care emergencies, including anaphylaxis.

Communicable Diseases

It is the responsibility of the Board to provide all students with a safe and healthy school environment. To meet this responsibility, it is sometimes necessary to exclude students with contagious and infectious diseases, as defined in the Public Health Law, from attendance in school. Students will be excluded during periods of contagion for time periods indicated.

It is the responsibility of the Superintendent of Schools, working through district health personnel, to enforce this policy and to contact the county or local health department when a reportable case of a communicable disease is identified in the student or staff population.

During an outbreak of these communicable diseases, if the Commissioner of Health or his/her designee so orders, the district will exclude students from school who have an exemption from immunization or who are in the process of obtaining immunization.

Administering Medication to Students

Neither the Board nor district staff members shall be responsible for the diagnosis or treatment of student illness. The administration of prescribed medication to a student during school hours shall be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available to him/her during school hours, or where it is done pursuant to law requiring accommodation to a student's special medical needs (e.g., Section 504 of the Rehabilitation Act of 1973). "Medication" will include all medicines prescribed by a physician.

Before any medication may be administered to or by any student during school hours, the Board requires:

1. the written request of the parent(s) or guardian(s), which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication; and
-

2. the written order of the prescribing physician, which will include the purpose of the medication, the dosage, the time at which or the special circumstances under which medication shall be administered, the period for which medication is prescribed, and the possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse.

Students are allowed to carry and apply parentally provided sunscreen, (only on themselves) without a prescription from a medical provider, assuming that the sunscreen is FDA approved and that the sunscreen is not treating a medical condition. Parents need to provide the district with written permission for students to use sunscreen.

Permission slips and medical orders shall be kept on file in the office of the school nurse.

Life-Threatening Allergies and Anaphylaxis Management

The Board recognizes its role and responsibility in supporting a healthy learning environment for all students, including those who have, or develop, life-threatening allergies. The district will work cooperatively with the student, their parent/guardian and healthcare provider to allow the child to participate as fully and as safely as possible in school activities. When a student has a known life-threatening allergy reported on their health form or if the district has been informed by the parent of the presence of a life-threatening allergy, the district will assemble a team, which may include the parent, the school nurse, the child's teacher, the building principal and other appropriate personnel, which will be charged with developing an individual health care plan. The plan will be maintained by the school nurse. The plan will guide prevention and response. If the student is eligible for accommodations based upon the IDEA, Section 504 or the Americans with Disabilities Act, the appropriate procedures will be followed regarding identification, evaluation and implementation of accommodations.

Regulations

The Superintendent shall develop comprehensive regulations governing student health services. Those regulations shall include the provision of all health services required by law, procedures for the maintenance of health records, and procedures for the administering of medication to students.

Cross-ref: 4321, Programs for Students with Disabilities/5020.3, Students with Disabilities and Section 504 5550, Student Privacy/8130, School Safety Plans and Teams

Ref: Education Law §§310 (provisions for appeal of child denied school entrance for failure to comply with immunization requirements); 901 et seq. (medical, dental and health services, BMI reporting); 919 (provide and maintain nebulizers); 6909 (emergency treatment of anaphylaxis)
Public Health Law §§613 (annual survey); 2164 (immunization requirements)
8 NYCRR § 64.7 (administration of agents to treat anaphylaxis); Part 136 (school health services program)

Administration of Medication in the School Setting Guidelines, State Education Department, revised April 2002

Immunization Guidelines: Vaccine Preventable Communicable Disease Control, State Education Department, revised August 2000

Making the Difference: Caring for Students with Life-Threatening Allergies, New York State Department of Health, New York State Education Department, New York Statewide School Health Service Center, June 2008

Adoption date: December 13, 2011

Revised: March 12, 2013

Revised: July 9, 2013

SCHOOL SAFETY PLANS AND TEAMS

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education recognizes its responsibility to adopt and keep current a comprehensive district wide school safety plan and building-level emergency response plan(s) which address violence prevention, crisis intervention, emergency response and management.

Taken together, the district-wide and building level plans shall provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans shall be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the district's coordination with local and county resources. The plans shall also address risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents in district schools.

In accordance with state law and regulation, the district shall have the following school safety teams and plans to deal with violence prevention, crisis intervention and emergency response and management:

Comprehensive district-wide school safety team and plan

The Board will annually appoint a district-wide school safety team that includes, but is not be limited to, a representative from the following constituencies: the Board, student, teacher, administrator, and parent organizations, school safety personnel and other school personnel. This team shall be responsible for the development and annual review of a comprehensive district-wide school safety plan. The plan shall cover all district school buildings and shall address violence prevention (taking into consideration a range of programs and approaches that are designed to create a positive school climate and culture), crisis intervention, emergency response and management including communication protocols, at the district level. It shall include all those elements required by law and regulation.

A copy of the plan shall be available in the district offices for inspection by the public.

Building-level emergency response teams and plans

Each Building Principal shall be responsible for annually appointing a school safety team that includes representation from teachers, administrators, parent organizations, school safety personnel, other school personnel, local law enforcement officials, local ambulance and other emergency response agencies.

The school safety team shall be responsible for the development and review of a building-level emergency response plan for each district building. The plan(s) shall address communication, emergency response (including insuring that local responders have access to floor plans, blue prints, and other appropriate maps of school property and the immediate surrounding area), and evacuation at the building level and shall include all procedures required by law and regulation.

Within each building, the school safety team shall designate:

- an emergency response team that includes appropriate school personnel, local law enforcement officials and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a serious violent incident or emergency; and
- a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency.

The Building Principal, in consultation with the Superintendent, shall annually designate a threat assessment team to provide ongoing support and information in order to identify, and assess individuals who may be potential threats to safety, with the intent of minimizing acts of violence in the school community. The threat assessment team shall be composed of, but not limited to, the following personnel from both within the school and the larger community, as appropriate: building administrators, legal counsel, the medical director

and/or school nurse, school counselors, local mental health and social service providers, law enforcement, school resource officers, security personnel, and facilities and maintenance personnel. The team shall meet regularly. The team shall be mindful of the need for discretion and observance of confidentiality requirements.

Students shall be encouraged to bring their concerns to any district employee. If a district employee becomes aware of a threat to the school community, the Building Principal shall be informed and he/she will convene the threat assessment team. The Building Principal may request the participation of the following additional individuals who may have specific knowledge of the potential perpetrator: supervisors, teachers, students and parents. The Building Principal is responsible for keeping the Superintendent informed about the activities of the threat assessment team. Threat assessment team members shall receive appropriate training.

The Building Principal shall be responsible for conducting at least one test every school year of the emergency response procedures under this plan including procedures for sheltering and early dismissal.

To maintain security and in accordance with law, the building-level emergency response plan(s) shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other law.

Team Appointments

The members of all district and building-level teams shall be appointed on an annual basis. In appointing team members, the Board and the Building Principal will make an effort to include other persons beyond those groups identified in law and policy who can contribute to ensuring continuity among the plans.

Annual Review and Report

Each plan shall be reviewed by the appropriate school safety team by July 1st every year and updated as needed. Each team shall submit a report to the Board annually stating that it has reviewed the plans and setting forth its recommendations for revisions, if any, to the plan. In conducting the review, the building-level teams shall consider any changes in personnel, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans.

The Superintendent of Schools shall be responsible for filing the district-level school safety plan and any amendments to the plan with the Commissioner within 30 days after their adoption. Each Building Principal shall be responsible for filing the building-level safety plan for his or her building and any amendments to the plan with the appropriate local law enforcement agency and the state police within 30 days after their adoption.

Cross-Ref: 5300, Code of Conduct
8121, Accident Prevention and Safety Procedures

Ref: Education Law §2801-a (school safety plans)
Executive Law §2B (state and local natural and manmade disaster preparedness)
8 NYCRR Part 155 (Educational Facilities)
New York State School Safety Guide, issued jointly by the New York State Education Department, New York State Police, New York State Office of Homeland Security and New York State Emergency Management Office, September 2007

Adoption date: December 13, 2011

Revised: 5/7/2013

COMPUTER RESOURCES AND DATA MANAGEMENT

The Board of Education recognizes that computers are a powerful and valuable education and research tool and as such are an important part of the instructional program. In addition, the district depends upon computers as an integral part of administering and managing the schools' resources, including the compilation of data and record-keeping for personnel, students, finances, supplies and materials. This policy outlines the Board's expectations in regard to these different aspects of the district's computer resources.

General Provisions

The Superintendent shall be responsible for designating a Coordinator of K-12 Student Data and Instructional Technology who will oversee the use of district computer resources. The Coordinator of K-12 Student Data and Instructional Technology will prepare in-service programs for the training and development of district staff in computer skills, appropriate use of computers and for the incorporation of computer use in subject areas.

The Superintendent, working in conjunction with the designated purchasing agent for the district, and the Coordinator of K-12 Student Data and Instructional Technology, will be responsible for the purchase and distribution of computer software and hardware throughout the schools. They shall prepare and submit for the Board's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

The Superintendent, working with the Coordinator of K-12 Student Data and Instructional Technology, shall establish regulations governing the use and security of the district's computer resources (computer resources include all devices that process data, including but not limited to, laptops, fax machines, copiers and scanners). The security and integrity of the district computer network and data is a serious concern to the Board and the district will make every reasonable effort to maintain the security of the system. All users of the district's computer resources shall comply with this policy and regulation, as well as the district's computer use policy (4526). Failure to comply may result in disciplinary action, as well as suspension and/or revocation of computer access privileges.

All users of the district's computer resources must understand that use is a privilege, not a right, and that use entails responsibility. Users of the district's computer network must not expect, nor does the district guarantee, privacy for electronic mail (e-mail) or any use of the district's computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

Management of Computer Records

The Board recognizes that since district data is managed by computer, it is critical to exercise appropriate control over computer records, including financial, personnel and student information. The Superintendent, working with the Coordinator of K-12 Student Data and Instructional Technology and the district's Executive Director for Finance and Operations, shall establish procedures governing management of computer records taking into account whether the records are stored onsite on district servers or on remote servers in the cloud. The procedures will address:

- passwords,
 - system administration,
 - separation of duties,
 - remote access,
 - data back-up (including archiving of e-mail),
 - record retention, and
-

- disaster recovery plans.

8630 (cont'd)

If the district contracts with a third-party vendor for computing services, the Superintendent, in consultation with the Coordinator of K-12 Student Data and Instructional Technology and the district's Executive Director for Finance and Operations will ensure that all agreements address the procedures listed above, as applicable.

Review and Dissemination

Since computer technology is a rapidly changing area, it is important that this policy be reviewed periodically by the Board and the district's external auditor. The regulation governing appropriate computer use will be distributed annually to staff and students and will be included in both employee and student handbooks.

Cross-ref: 1120, School District Records
4526, Computer Use for Instruction
4526.1, Internet Safety
6600, Fiscal Accounting and Reporting
6700, Purchasing
8635, Information Security Breach and Notification

Adoption date: December 13, 2011

Revised: May 7, 2013

Revised: June 24, 2014

INFORMATION SECURITY BREACH AND NOTIFICATION

The Board of Education acknowledges the heightened State's concern regarding the rise in identity theft and the need for secure networks and prompt notification when security breaches occur. To this end, the Board directs the Superintendent of Schools, in accordance with appropriate business and technology personnel, to establish regulations which:

- Identify and/or define the types of private information that is to be kept secure. For purposes of this policy, "private information" does not include information that can lawfully be made available to the general public pursuant to federal or state law or regulation;
- Include procedures to identify any breaches of security that result in the release of private information; and
- Include procedures to notify persons affected by the security breach as required by law.

Additionally, pursuant to Labor Law §203-d, the district will not communicate employee "personal identifying information" to the general public. This includes social security number, home address or telephone number, personal electronic email address, Internet identification name or password, parent's surname prior to marriage, or driver's license number. In addition, the district will protect employee social security numbers in that such numbers shall not: be publicly posted or displayed, be printed on any ID badge, card or time card, be placed in files with unrestricted access, or be used for occupational licensing purposes. Employees with access to such information shall be notified of these prohibitions and their obligations.

Any breach of the district's information storage or computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the district shall be promptly reported to the Superintendent and the Board of Education.

Ref: State Technology Law §§201-208
Labor Law §203-d

Replaces former policy GBLB

Adoption date:
