

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK  
REGULAR MEETING  
BOARD OF EDUCATION  
BOARD ROOM - ADMINISTRATION BUILDING  
TUESDAY – DECEMBER 8, 2015  
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  
[6:00 P.M. - Meeting Convenes Followed by Student Presentation and/or Executive Session]  
  
[7:00 P.M. - Public Session Resumes Beginning with Item #3]
3. Approval of minutes of previous meeting(s): Regular Meeting: November 24, 2015
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:
  - A. **Forest Avenue Elementary School Continuous Improvement Report Presentation:**  
Mrs. Patricia Acocella, Principal
  - B. **John F. Kennedy Elementary School Continuous Improvement Report Presentation:**  
Mr. Gregg Cunningham, Principal
  - C. **West Babylon Senior High School Continuous Improvement Report Presentation:**  
Dr. Ellice Vassallo, Principal, Mr. Stephen O'Leary, Assistant Principal and  
Mr. Michael Devane, Assistant Principal

12. Business Agenda [**\*\*Consent Agenda Items**]
  - A. **BOARD OF EDUCATION**
    - \*\* (R) Establishment of Junior High School “Community Service” Club (Res. #BE-1)
    - \*\* (R) Approval of WS BOCES Proposal #2015-2483 (Res. #BE-2)
    - \*\* (R) Authorization for Board President and Superintendent of Schools to Sign Contract with Altaris Consulting Group (Res. #BE-3)
  - B. **PERSONNEL**
    - \*\* (R) 15-P-10 Professional Personnel
    - \*\* (R) 15-C-10 Civil Service Personnel (Res. #PE-1)
13. Policy Review:
  - A. Board Review-Automated External Defibrillators (Second Time Discussion) (File:5425)
  - B. Board Review-Public Participation at Board Meetings (Second Time Discussion) (File:1230)
  - C. Board Review-Visitors to the Schools (Third Time Adoption) (File:5300.65)
  - D. Board Review-Non-Instructional Personnel (Third Time Time Adoption) (File:9530.1)
  - E. Board Review-Wire Transfers-Administrative Regulations (Revision) (File:6415-R)
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 10:00 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
November 24, 2015	-----	-----
November 10, 2015	-----	-----
October 27, 2015	-----	-----
October 13, 2015	-----	-----
September 21, 2105	-----	-----
September 8, 2015	-----	-----
August 25, 2015	-----	-----
July 7, 2015	-----	-----
June 23, 2015	-----	-----

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**RESOLUTIONS**

**BOARD OF EDUCATION**

**\*\*#BE-1**

**RESOLVED:** that the West Babylon Board of Education approves the establishment of a new Junior High School Club called “Community Service Club”. Ms. Lorraine Zemba, Junior High School Guidance, will be the club advisor. The club president will be Olivia Price and the treasurer will be Lillian Duci.

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**\*\*#BE-2**

**RESOLVED:** that the West Babylon Board of Education approves the agreement between the West Babylon School District and WS BOCES – Proposal #2015-2483 relating to the Technology Improvement five (5) year lease.

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**\*\*#BE-3**

**RESOLVED:** that the West Babylon Board of Education authorizes the Board President and the Superintendent of Schools to sign a contract between the West Babylon School District and Altaris Consulting Group, for the period December 9, 2015 through June 30, 2016, to provide district and building personnel training in matters of health and safety.

**PERSONNEL**

\*\*\*#PE-1

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

<u>15-P-10</u>	Professional Personnel
<u>15-C-10</u>	Civil Service Personnel

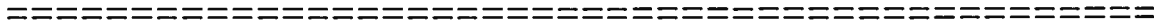
WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - DECEMBER 8, 2015

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**PERSONNEL**

(R) Schedules:      15-P-10      Professional Personnel  
                             15-C-10      Civil Service Personnel (\*\*#PE-1)



**PROFESSIONAL PERSONNEL SCHEDULE**

- I. Professional Personnel Schedule 15-P-10**
  - A. Family Medical Leave
  - B. Resignation
  - C. 2015-2016 CSE Stipend
  - D. Elementary Gym Night Advisor
  - E. Winter Intramural Advisors
  - F. 2015-2016 Per Diem Substitutes

**CIVIL SERVICE PERSONNEL SCHEDULE**

- II. Civil Service Personnel Schedule 15-C-10**
  - A. Leave of Absence Request
  - B. Resignation to Retire
  - C. Date Change
  - D. Probationary Appointments
  - E. Hourly Rate Increase for Student Printers/Student PAC Techs
  - F. 2015-2016 Per Diem Substitutes

SCHEDULE 15-P-10 Professional Personnel Schedule

Date of Meeting: December 8, 2015

Page 1 of 3 pages.

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL/ AREA</b>	<b>STEP/ SALARY</b>	<b>BEG/END APPT.</b>	<b>COMMENTS</b>
Snyder, Bonnie	Teaching Asst.	JH		11/10/15 -	Family Medical Leave
Hanley, Shawn	Assistant Principal	HS		1/5/16	Resignation [to remain in Exec. Dir. HR Post]
<b><u>CSE Stipend:</u></b>				2015 - 2016	
Sewell, Mary Jean			\$2,022.		[in addition to CPSE stipend]
<b><u>Elementary Gym Night Advisor:</u></b>				12/3/15	
Suchoboky, Megan		SA	\$72.23/hr.		[up to 2 hrs. repl. G. Nemeth]
<b><u>Winter Intramural Advisors:</u></b>				\$28.21/hr.	12/24/15 - 2/12/16
Raimondi, Theresa		FA			
Riviezzo, Francis		FA			
Koentje, Nicholas		JK			
Burden, Jessica		JK			
Durkin, Kelly		SA			
Suchoboky, Megan		SA			
Brett, Carolyn		SB			
Chiquitucto, Allison		SB			
Russo, Michael		SB			
Torres, Nicole		SB			
Bellacosa, Michael		TA			
Dahl, Robert		JH			
Fischer, Theresa		JH			
Richert, Danielle		JH			
Orsi, Joan		HS			



SCHEDULE 15-P-10 Professional Personnel Schedule

Date of Meeting: December 8, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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**Per Diem Substitutes:**

Bell, Margaret	Bottjer, Stacy Lynne	DW	\$110./day	2015 - 2016	[certs: Ch. Ed. 1-6, SWD 1-6]
Cannon, Jaclyn	Merkle, Ashley Nicole				[certs: PreK, Kgn & 1-6, SpEd]
Moore, Natasha	Muscara, Heather				[certs: Ch. Ed. 1-6, SWD 1-6]
Sadusky, Emily	Zangerle, Joan				[certs: Ch. Ed. 1-6, SWD 1-6, PhysEd]
					[certs: Ch. Ed. 1-6, SDW 1-6]
					[cert: Social Studies 7-12]
					[certs: Early Ch. Ed. B-2, Ch. Ed. 1-6]
					[certs: Ch. Ed. 1-6, Visual Arts]



WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - DECEMBER 8, 2015

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**POLICY**

- A. Board Review-Public Participation at Board Meetings (Second Time Discussion) (File:1230)
- B. Board Review-Automated External Defibrillators (Second Time Discussion) (File:5425)
- C. Board Review-Visitors to the Schools (Third Time Adoption) (File:5300.65)
- D. Board Review-Non-Instructional Personnel (Third Time Adoption) (File:9530.1)
- E. Board Review-Wire Transfers-Administrative Regulations (Revision) (File:6415-R)

**PUBLIC PARTICIPATION AT BOARD MEETINGS**

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.

The Board will not permit, in public session, discussion involving individual district personnel or students. Persons wishing to discuss matters involving individual district personnel, or students, should present their comments and/or concerns to the Superintendent or his/her designee during regular business hours.

All speakers are to conduct themselves in a civil manner. Obscene language, libelous statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated.

Persons making presentations at a Board meeting will address remarks to the President and may direct questions or comments to Board members or other district officials only upon the approval of the President. Board members and the Superintendent or his/her designee shall have the privilege of asking questions of any person who addresses the Board.

Questions and comments from the public concerning matters which are not on the agenda will be taken under consideration and referred to the Superintendent for appropriate action, if deemed necessary by the Board of Education and/or the Superintendent. *Questions may require additional research before a proper answer can be provided. If an answer is not immediately available, the Superintendent or designee will provide the information to the resident, as soon as feasible, after the meeting.* Residents who do not abide by the rules set out in this policy will not be permitted to speak.

Ref: Matter of Martin, 32 EDR 381 (1992)  
Appeal of Wittenben, 31 EDR 375 (1992)  
Matter of Kramer, 72 EDR 114 (1951)  
NYS Department of State, Committee on Open Government,  
OML-AO-#2696 (Jan. 8, 1997) and OML-AO-#2717 (Feb. 27, 1997)

Adoption date: 12/08/2009

Reviewed: 9/24/2013

**Automated External Defibrillators**

**File: 5425**

In order to enhance the safety measures for students, staff and guests of the West Babylon Union Free School District (“the District”), the District has [instituted] an Automated External Defibrillator (AED) Program in compliance with Section 917 of the Education Law. This document sets forth the practice protocols, policies, and procedures of the AED Program (“Program Policy”), and is deemed to be incorporated into the collaborative agreement between the West Babylon Union Free School District and the District’s Emergency Health Care Provider. This Policy is designed to ensure that the personnel who operate the District’s AED’s are properly trained and that all equipment related to this program is maintained in good operating condition. The Superintendent or his/her designee is to ensure that these guidelines are adhered to.

**1. Training**

Only those personnel who have been trained to use the AED’s in accordance with the laws of the State of New York shall be authorized to use the District’s AED’s (“Authorized Personnel”).

All Authorized Personnel must successfully complete a training course in the operation of AED’s approved by a nationally recognized organization approved by the New York State Department of Health for the purpose of training people in the use of AED s.

All Authorized Personnel must maintain on file a written copy of their certification establishing such Authorized Personnel’s successful completion of an approved AED training course. Said certification is to be maintained in the office of the Director of [Athletics] *Health & Physical Education* and in the employee’s personnel file. Only Authorized Personnel with a current (non-expired) certification may use the AED device. [The District will periodically review and provide training for its Authorized Personnel to keep the Authorized Personnel certified and familiar with its use.]

**2. Location of the AED Units**

There will be thirty-two (32) AED units located in the following areas:

<u>Location</u>	<u>Qty.</u>
One (1) in each elementary school nurse’s office	5
One (1) in each elementary school hallway	5
Seven (7) at the high school (Main lobby, PAC, Nurse’s Office, Fitness Center, Room 212, Room 309, Custodian’s Office)	7
Six (6) at the junior high school (Main office, Main Lobby, 2 <sup>nd</sup> Floor hallway, Nurse’s Office, Gym A, Gym B)	6
One (1) at the School Bus Garage	1
One (1) at the Business Office	1
One (1) at the Central Administration Office	1
Two (2) for outside athletic events at the junior high school	2
Four (4) to be stored & maintained in the office of the Director of Athletics for away athletic events	4
	<b>32</b>

If additional units are obtained, this policy will be amended to reflect such additions, and the location of such units.

**3. Maintenance and Inspection of the AED Units**

All AED units shall be kept protected in their cases, as supplied by the manufacturer, and shall be maintained in a clean, secure and dry location at all times when not in use to avoid damage to the units.

A weekly inspection will be performed with regard to battery condition, overall readiness for use and adequate supplies as outlined above. This weekly check will be documented on a log or other form as specified by the Director of Health, Physical Education and [Athletics] *Health & Physical Education* ("the Director") and kept together with the AED. A copy of this documentation will be retained as a permanent record. The Director will designate one authorized user in each building who will be responsible for performing the weekly check, or assigning another authorized user to perform the check in his/her absence.

If a problem is encountered on any of the inspections of the AED it will be reported promptly to the Director. The Manufacturer of the AED, or their representative, must service the unit as soon as possible. Arrangements must be made to obtain a replacement AED unit while the original AED unit is being serviced or repaired and it is again fully functional.

**4. In the Event of an Emergency**

Immediately call **911** and the local fire department 226-1212

**5. After the Arrival of Medical Assistance**

After emergency medical assistance has reached the location of the emergency, the Authorized Personnel who has been attending to the patient shall assist the Emergency Medical Service personnel until their services are no longer needed. Only someone of equal or higher training may relieve you.

In the event the District's AED remains with the patient then the Authorized Personnel will ascertain which hospital the patient is being taken to and make arrangements for the return of the AED unit.

**6. After the AED is Used**

The data on the computer chip installed on the AED unit must be downloaded. The Authorized Personnel that used the unit must complete an AED Incident Report.

The District's Emergency Health Care Provider must be notified promptly, within two (2) business days, and provided with all relevant data.

A copy of the completed AED Incident Report must be forwarded to Suffolk County EMS Office within five (5) days: [852-4842] 852-5080.

ADOPTED: 11/25/02

Legal References:

NYS Education Law sections 207 and 917 and Chapters 60 & 61 of the Laws of 2002

**Visitors to the Schools**

The Board recognizes that the success of the school program depends, in part, on support by the larger community. The Board wishes to foster a positive climate where members of the community have the opportunity to observe the hard work and accomplishments of the student, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. With the exception of large school events e.g., field days, plays, concerts, and moving up ceremonies, all visitors to the school must report to the main office or designated area upon arrival at the school. There they will be required to present a government issued photo ID which will be scanned using the Raptor ID System which will check the visitor's information (name, date of birth, and photo) against the National Sex Offender data base. If the system raises a question about a visitor's background, the school administrator(s) will take the necessary steps to ensure the safety of our students. If there is no issue raised, the visitor will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the main office or designated area before leaving the building. Any district employee may ask to see a visitor's photo ID at any time.
3. Visitors attending school functions that are open to the public after regular school hours, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom or school activity while school is in session are required to arrange such visits in advance with the classroom teacher(s) and Building Principal, so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

Adoption date: 5/7/2013

**Non-Instructional Personnel**

The following is the current practice in the West Babylon Union Free School District which is covered under the collective bargaining agreement and are included in this policy for the purposes of clarity.

**Service Credit for In-district Work:**

The opportunity to apply for prior service credit will be limited to 30 days after completing the six (6) month probationary period. Prior service credit will be granted based on the following criteria:

- > Credit for part-time related service does not include per diem substitute work. It does include regular substitute work for a semester or more. Regular substitute part-time related service in the school district will be converted to full time years for salary credit (number of part-time hours worked/by the number of hours in a full-time year = full years of service).
- > Credit for regular substitute part-time unrelated service. Regular substitute part-time unrelated service in the school district will be converted to full-time years. One-half of these years will be used for salary credit (number of part-time hours worked/by the number of hours in a full-time year/by one-half).

**Longevity Credit** (Clerical, Custodial, Mechanic, Transportation Assistant)

- A. Full-time and part-time salary schedules - The number of years credit for out-of-district service plus the number of years worked in the district equals step placement for longevity credit.
- B. Part-time to Full-time (excludes per diem work) - The number of years of part-time service converted to full-time years (using the rationale outlined in I and II) equals step placement for longevity credit.

**Service Credit - Prior service in regular permanent employment** - Credit for outside experience will be granted under the following conditions to clerical workers, custodial workers, mechanics, transportation assistant and cooks.

- A. Direct Experience - One (1) full year of credit shall be allowed for each of the first two (2) years of direct experience, and one-half (1/2) year of credit for each of the next four (4) years of direct experience. The maximum credit allowed shall be four (4) years.
- B. Related Experience - One-half (1/2) year of credit shall be allowed for each of the first two (2) years of related experience, and one-fourth (1/4) year of credit for each of the next four (4) years of related experience. The maximum credit allowed shall be two (2) years.
- C. Time Limitation - Credit shall not be allowed for either direct or related experience obtained more than six (6) years prior to appointment.
- D. Placement on Salary Schedule - In accordance with the above regulations, no new employee may be started on the salary schedule beyond the fifth step for direct experience, or beyond the third step for related experience, without special action by the Board of Education.

**Eligibility for Salary Increments:**

- A. Twelve-month employees - New employees starting in the school district after January 1 will not be eligible for the next step until one (1) year from the following July.
- B. Ten-month employees - New employees starting in the school district after February 1 will not be eligible for the next step until one (1) year from the following September.

**Probationary Period for New Personnel:**

All new non- instructional personnel shall serve a probationary period of six (6) months.



DRAFT

Board Revision 12/8/15  
6415 - R

### Wire Transfers – Administrative Regulations

- The *District Accountant, Treasurer or Deputy Treasurer* [District Comptroller] will initiate the request to transfer funds from one authorized banking account to another.
- The *District Accountant, Treasurer or Deputy Treasurer* [Assistant Superintendent for Business or Administrative Assistant for Business] will approve the transfer.
- The *District Accountant, Treasurer or Deputy Treasurer* will execute the transfer of funds according to the authorization.
- The *District Accountant* [or District Comptroller] will [execute the transfer of funds according to the authorization, and] then make the journal entries to post the transaction to the General Ledger. The Executive Director for Finance and Operations will approve these entries.

Promulgated: June 22, 2010