

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK  
REGULAR MEETING  
BOARD OF EDUCATION  
BOARD ROOM - ADMINISTRATION BUILDING  
TUESDAY – MARCH 8, 2016  
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: February 23, 2016
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 Syosset Central School District and Deer Park Union Free School District to provide Health Services, to West Babylon School District Resident Students, during the 2015-2016 School Year (Res. #BE-1)
- \*\* (R) Approval of Sayville Union Free School District to provide Health and Special Education Services, to Parentally-Placed West Babylon School District Resident Students, with Disabilities, during the 2015-2016 School Year (Res. #BE-2)
- \*\* (R) Approval of Renewal of License Agreement between the West Babylon Union Free School District and SCOPE for the purpose of SCOPE operating a Preschool Program, within the District, during the 2016-2017 School Year (Res. #BE-3)
- \*\* (R) Waiver of Use of Facilities Fees (Res. #BE-4)
- \*\* (R) Western Suffolk BOCES Board Member Nominations (Res. #BE-5)
- \*\* (R) Notice of Annual Meeting (Res. #BE-6)
- \*\* (R) Approval of Contract between the West Babylon Union Free School District and Tequipment Incorporated for the 2015-2016 School Year (Res. #BE-7)

**B. PERSONNEL**

- \*\* (R) 15-P-14 Professional Personnel
- \*\* (R) 15-C-14 Civil Service Personnel (Res. #PE-1)

**C. FINANCE**

- \*\* (R) Budget Transfers (Res. #FI-1)
- \*\* (R) Approval of 2016-2017 Property Tax Levy Limit Calculation (Res. #FI-2)
- \*\* (R) Approval of Change Order-Junior High School (Res. #FI-3)
- \*\* (R) Acceptance of Donations (Res. #FI-4 through Res. #FI-6)

- 13. Policy Review:
  - A. Board Review-Equivalence in Instructional Staff and Materials (Second Time Discussion) (File:4010)
  - B. Board Review-Grading Systems (Second Time Discussion) (File:4710)
  - C. Board Review-Disposal of District Property (Second Time Discussion) (File:6900)
  - D. Board Review-Transportation Services for Non-Public Schools (Second Time Discussion) (File:8413)
- 14. Board of Education Committee Reports
- 15. Old Business
- 16. New Business:
  - A. **Presentation: 2016-2017 Budget Draft No. 2**  
**Dr. Yiendhy Farrelly, Superintendent of Schools**  
**Mrs. Michele Psarakis, CPA, Executive Director for Finance & Operations**
- 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.]

**Please Note:**

- ◆ **2016-2017 BOCES Budget Vote and BOCES Board Trustees Election:**  
**April 19, 2016 -- 7:00 P.M. -- Administration Building**

- ◆ **2016-2017 West Babylon School District Budget:**

**Budget Hearing -- May 3, 2016 -- 7:00 P.M. -- Administration Building**

**District Budget Vote and Trustees Election -- May 17, 2016 -- 7:00 A.M. to 9:00 P.M.  
(Administration Building and Santapogue School)**

\*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**

<b>Date</b>	<b>Residents' Questions</b>	<b>Responses</b>
<b>February 23, 2016</b>	-----	-----
<b>January 26, 2016</b>	-----	-----
<b>January 12, 2016</b>	-----	-----
<b>December 8, 2015</b>	-----	-----
<b>November 24, 2015</b>	-----	-----
<b>November 10, 2015</b>	-----	-----
<b>October 27, 2015</b>	-----	-----
<b>October 13, 2015</b>	-----	-----
<b>September 21, 2105</b>	-----	-----
<b>September 8, 2015</b>	-----	-----
<b>August 25, 2015</b>	-----	-----
<b>July 7, 2015</b>	-----	-----
<b>June 23, 2015</b>	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION  
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – MARCH 8, 2016

RESOLUTIONS

**BOARD OF EDUCATION**

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

**RESOLVED:** that the West Babylon Board of Education approves the following school districts, to provide health services, to West Babylon School District resident students, during the 2015-2016 school year:

Syosset Central School District  
Deer Park Union Free School District

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

**RESOLVED:** that the West Babylon Board of Education approves the following school district, to provide health and special education services, to parentally-placed West Babylon School District resident students, with disabilities, during the 2015-2016 school year:

Sayville Union Free School District

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

**RESOLVED:** that the West Babylon Board of Education approves the renewal of the license agreement between the West Babylon Union Free School District and SCOPE for the purpose of operating a Preschool Program, within the District, during the 2016-2017 school year.

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**\*\*#BE-4**

**RESOLVED:** that the West Babylon Board of Education waives the facilities use fees and requirements for the SCOPE Preschool Program, operating within the District, during the 2016-2017 school year.

\*\*#BE-5

RESOLVED: that the West Babylon Board of Education hereby nominates Mrs. Mildred Browne, Mrs. Ilene Herz and Mrs. Maryann Zumpano, as candidates for re-election, to the Board of Western Suffolk BOCES.

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\*\*#BE-6

RESOLVED: that the annual school election of the West Babylon Union Free School District, Town of Babylon, Suffolk County, New York, shall be held on Tuesday, May 17, 2016, from 7:00 A.M. to 9:00 P.M. in the two designated election districts in said school district for the purposes set forth in the Notice of Annual Meeting.

RESOLVED: that the Notice of Annual Meeting be published four times during the seven weeks preceding and beginning 45 days prior to the meeting in the *Babylon Beacon* and *South Bay Newspaper*, two newspapers having general circulation in the district.

RESOLVED: that Mrs. Lucy Campasano is designated as permanent chairperson of election in accordance with Section 2026 of the Education Law.

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\*\*#BE-7

RESOLVED: that the West Babylon Board of Education approves the signing of the contract between the West Babylon Union Free School District and Tequipment Incorporated for the 2015-2016 school year.

**PERSONNEL**

\*\*#PE-1

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

15-P-14

Professional Personnel

15-C-14

Civil Service Personnel

**FINANCE**

**\*\*#FI-1**

**RESOLVED:** that the West Babylon Board of Education approves the following budget transfers:

<i>ACCOUNT CODE</i>	<i>ACCOUNT CODE DESCRIPTION &amp; TRANSFER EXPLANATION</i>	<i>FROM</i>	<i>TO</i>
A2110.1400	Substitute Teachers	\$70,000.00	
A2110.1401	Daily Substitutes		\$50,000.00
A2110.1500	Other Instructional Salaries		\$20,000.00
	Cover new substitute categories implemented in the 2015-2016 school year		

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**\*\*#FI-2**

**RESOLVED:** that the West Babylon Board of Education approves the 2016-2017 calculation for the Property Tax Levy Limit for submission to the State Comptroller, NYS Department of Tax and Finance and to the NYS Education Department.

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**\*\*#FI-3**

**RESOLVED:** that the West Babylon Board of Education approves Change Order #1, in the increase amount of (\$12,325.62), for crawl space piping replacement at the Junior High School, as part of the Capital Project (SED No. 58-01-02-03-0-002-024), with National Insulation and GC Corp. The new contract sum, including this change, will be \$793,325.62.

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**\*\*#FI-4**

**RESOLVED:** that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$216.51, from the Target "Take Charge of Education" program. The donation will be deposited into the Forest Avenue School Trust and Agency account.

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**\*\*#FI-5**

**RESOLVED:** that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$238.08, from the Target "Take Charge of Education" program. The donation will be deposited into the Junior High School Trust and Agency account.

\*\*#FI-6

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$273.66, from the Target “Take Charge of Education” program. The donation will be deposited into the South Bay School Trust and Agency account.



WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - MARCH 8, 2016

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**PERSONNEL**

(R) Schedules:      15-P-14      Professional Personnel  
                             15-C-14      Civil Service Personnel (\*\*#PE-1)

**PROFESSIONAL PERSONNEL SCHEDULE**

- I. Professional Personnel Schedule 15-P-14**
  - A. Family Medical Leaves
  - B. Salary Adjustment
  - C. Additional Section
  - D. AEHS Appointment
  - E. S.A.T. Proctors
  - F. PAC Assistants
  - G. Spring, 2015-2016 Student Teachers/Observers/Interns
  - H. 2015-2016 Per Diem Substitute

**CIVIL SERVICE PERSONNEL SCHEDULE**

- II. Civil Service Personnel Schedule 15-C-14**
  - A. Resignations/Retirement
  - B. Probationary Appointment
  - C. 2015-2016 Per Diem Substitutes

SCHEDULE 15-P-14 Professional Personnel Schedule

Date of Meeting: March 8, 2016

Page 1 of 3 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Pino, Louise	Elementary Tchr.	TA		1/19/16 -	Family Medical Leave
Ward, Deborah	Elementary Tchr.	TA		1/27/16 -	Family Medical Leave
Taylor, Kevin	Social Studies Tchr.	HS		2/10/16 -	Family Medical Leave
Tarasov, Lyubov	ESL Tchr.	TA		2/24/16 -	Family Medical Leave
Bodolai, Erin	Art Tchr.	HS		3/2/16 -	Family Medical Leave

**Salary Adjustment:**

Ritacco, Joseph	PT/Health Tchr. (.1)	HS	FROM: A-5-1/ \$58,511. (prorate @ 10%)	<b>Retroactive to 2/1/16:</b> TO: A-7-1/ \$63,631. (prorate @ 10%)
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**Additional Section:**

Hedger, Lauren	ESL/Special Ed. (.4)	TA	Step A-9-1/ \$68,995. (prorate @ 40%)	3/9/16 - 6/30/16
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**Alternative Evening High School:**

Mattson, Alexandra	Mathematics	HS	\$34.85/hr.	2015 - 2016
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SCHEDULE 15-P-14 Professional Personnel Schedule

Date of Meeting: March 8, 2016

Page 2 of 3 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b>S.A.T. Proctors:</b>			\$22.47/hr.	2/27/16	
Valensisi, Valerie					5 hrs.
Borgo, Danielle					6 hrs.
Fealey, Miranda					6 hrs.
Heaton, Bryan					6 hrs.
Heaton, Elise					6 hrs.
Iaquinto, Christine					6 hrs.
Jones Desiderio, Roberta					6 hrs.
Kohler, Amy					6 hrs.
McArdle, Patrick					6 hrs.
Neville, Patricia					6 hrs.
Romeo, Marta					6 hrs.
Ruiz, Lawrence					6 hrs.
Tichy, Audrey					6 hrs.
Montalvo, Andrea					9 hrs.
Montalvo, Christina	Test Supervisor				9 hrs.
<b>Performing Arts Center Assistants:</b>			\$20./hr.	3/9/16 - 6/30/16	
*Partain, Joseph					
*Valenti, Joseph					
<b>Student Teachers/Observers/Interns:</b>				Spring, 2015 - 2016	
Cali, Anna Marie	Special Education	HS			
Calvacca, Gina	Special Education	FA			
Cox, Amanda	Science	HS			
Duque, Paulina	Mathematics	JH			
Lupoli, Michelle	Special Education	SB			
Maiale, Corey	Social Studies	JH			
<b>Per Diem Registered Nurse:</b>			DW	\$120./day	2015 - 2016
*Espinal, Jacqueline					[RN License]

\*Emergency Conditional Appointment

**SCHEDULE 15-C-14 Civil Service Personnel Schedule**

Date of Meeting: March 8, 2016

Page 3 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>
Ciuzio, Pamela	Paraprofessional (school monitor)	FA		2/26/16	Resignation
Scottaline, Edwin	Paraprofessional (hall monitor)	HS		2/29/16	Resignation to Retire [from LOA]
Familia, Eileen	Paraprofessional (school monitor)	FA		3/1/16	Resignation from LOA
Falconi, Angelina	Paraprofessional (school monitor)	SB		3/10/16	Resignation
McNamara, Michael	Maintenance Mechanic II	DW	Step 1/ \$39,438. (prorate)	3/14/16	Probationary Appt.
<b><u>Per Diem Substitutes:</u></b>		DW	\$16.75/hr.	2015 - 2016	Guard
*Martin, Gregory					
Smith, Victor					

\*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - MARCH 8, 2016

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**POLICY**

- A. Board Review-Equivalence in Instructional Staff and Materials  
(Second Time Discussion) (File:4010)
- B. Board Review-Grading Systems (Second Time Discussion) (File:4710)
- C. Board Review-Disposal of District Property (Second Time Discussion)  
(File 6900)
- D. Board Review-Transportation Services for Non-Public Schools  
(Second Time Discussion) (File:8413)

### **Equivalence in Instructional Staff and Materials**

In accordance with the federal No Child Left Behind Act, the Board of Education directs that services in Title I schools and programs, when taken as a whole, shall be substantially comparable to services and schools and programs that do not receive Title I funds. This includes curriculum materials, instructional supplies, and personnel (teachers, administrators, and other personnel).

The Superintendent of Schools shall follow the State Education Department guidelines in determining such equivalence on an annual basis, and report to the Board, upon request, on the status of district schools with regard to equivalence. The district shall maintain records, updated biannually, documenting this equivalence.

Complaints regarding the district's implementation of this equivalence requirement shall be addressed in accordance with Board Policy 1400 – Public Complaints and 1420 - Complaints About Curricula or Instructional Materials.

#### Cross Ref:

Board Policy

1400 – Public Complaints; 1420 - Complaints About Curricula or Instructional Materials; 1900 Parental Involvement

#### Ref:

20 USC§6321(c) (No Child Left Behind Act of 2001)

Adoption:

**GRADING SYSTEMS**

Grading is considered a positive tool to indicate achievement and development in each class or subject in which a student is enrolled. The Board of Education recognizes that the classroom teacher has the primary responsibility to evaluate students and determine student grades.

The district shall use a uniform grading system. Classroom teachers shall evaluate students and assign grades according to the established system.

Grading shall be based upon student improvement, achievement, and participation in classroom discussions and activities. Parents/guardians shall be provided a written report card at least three (3) times a year for elementary level and four (4) times a year for secondary level, regarding their child's progress. The use of marks and symbols will be appropriately explained.

It is appropriate to consider the difficulty of the course when recording the grade. This weighting of the final course grade is to be uniformly applied by assigning a multiplier to all courses on a fair and equitable basis. The teacher's grade will be multiplied by the following factors:

Regents Course	1.05
Honors Course	1.10
*Advance Placement Course	1.15

\*The advanced placement multiplier is applied only when the student takes the associated advanced placement examination. The Honors multiplier is used for advanced placement courses if the examination is not taken.

Grading shall not be used for disciplinary purposes, i.e., reducing grade for an unexcused absence, although a lower grade can be given for failure to complete assigned work or for lack of class participation.

***Processing and Changing Student Grades***

*Grades are expected to be submitted in a timely fashion to be reported to parents. Submission of grades will be open until a date set by the Building Principal, at which point the grading system will be closed and locked. Any submissions after that date must be accompanied by a written request. Grading systems will only be unlocked for enough time to allow the modification. Any extension to the date the system will be locked must be approved by the Building Principal.*

*While [T]he professional judgment of the teacher shall be respected, it is understood that occasionally there may need to be an adjustment in grades after the term. Examples include, but are not limited to, reflecting additional assignments, correcting mistakes, or to accommodate student illnesses. Once a grade is assigned to a student by a teacher, the grade may only be changed by the Executive Director [Assistant Superintendent] for Curriculum and Instruction [Student Services] after notification to the teacher of the reason for such change.*

*All grade changes require supporting documentation, to be maintained in the system and in the student's record, including the name and title of the person making the request, the date of the request, and the specific reason(s) for the change.*

*The district's student management system will serve as a historic and official representation of the grades and credits earned. Grade changes and documentation will be filed in the student's permanent record folder.*

Should an administrator enforce a grade change contrary to the teacher's assigned grade, he/she shall be prepared to report to the Superintendent of Schools and/or the Board.

**Cross-ref: 5100, Attendance**

<b>Ref:</b> Education Law §§3202; 3205 et seq.	Matter of Nathaniel D., 32 EDR 67 (1992)
Matter of Hegarty, 31 EDR 232 (1992)	Matter of Shepard, 31 EDR 315 (1992)
Matter of Handicapped Child, 32 EDR 83 (1992)	Matter of Ackert, 30 EDR 31 (1990)
Matter of Augustine, 30 EDR 13 (1990)	Matter of Boylan, 24 EDR 421 (1985)
Matter of Burns, 29 EDR 103 (1989)	Matter of Chipman, 10 EDR 224 (1971)
Matter of Dickershaid, 26 EDR 112 (1986)	Matter of Fitchett-Delk, 25 EDR 178 (1985)
Matter of Gibbons, 22 EDR 134 (1982)	Matter of LaViolette, 24 EDR 37 (1984)
Matter of MacWhinnie, 20 EDR 145 (1980)	Matter of McClurkin, 28 EDR 136 (1988)
Matter of Reid, 65 Misc 2d 718 (1971)	Matter of Rivers, 27 EDR 73 (1987)
Matter of Shamon, 22 EDR 428 (1983)	



**DISPOSAL OF DISTRICT PROPERTY**

6900

Building administrators and support staff supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Each year, a determination shall be made of which equipment, supplies and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the school district. Such equipment, supplies, or materials shall be sold through bid procedures, if possible, for the highest possible price.

The Executive Director for Finance *and Operations* shall be authorized to dispose of obsolete or surplus equipment and supplies in the following manner:

1. reassign the items, as needed, to other locations within the school district;
2. centralize the storage of items of potential usefulness; and/or
3. discard or sell as surplus those items determined to be of no further use or worthless.

*Prior to reassigning, storing, discarding or selling any equipment or supplies (including computer hardware and software), the district shall ensure that all district-related data and information is permanently and completely removed. If such data or information is of a sensitive, personal or confidential nature, and cannot be permanently and completely removed prior to discarding or selling, the equipment or supplies shall be destroyed, and if reassigned or stored, the district shall note that district data or information has not been permanently and completely removed. The district shall also ensure that all district-related data and information is permanently and completely removed from equipment that is leased from a third party, prior to returning the equipment. The district shall work with the third party provider to ensure that district data and information is able to be permanently and completely removed from the equipment.*

The following procedure shall be implemented once an article has been declared surplus by the Board of Education:

- Notice of the sale of surplus articles shall be published in an official newspaper of the district.
- The notice shall contain (1) a list of all articles for sale; (2) a brief description of each article; (3) the location and time for viewing the articles; and (4) instructions for the submission of sealed bids to the Business Office.
- The notice shall also be sent to interested parties and to other school districts, when appropriate.
- The bids shall be opened and reviewed by the Executive Director for Finance and Operations and he/she shall make recommendations to the Board to award the sale to the highest responsible bidder.
- In the event that no bids are received, the Executive Director for Finance and Operations shall take whatever steps necessary to dispose of the articles.

Ref: General Municipal Law §§51; 800 et seq.  
 Ross v. Wilson, 308 NY 605 (1955)  
 Matter of Baker, 14 EDR 5 (1974)  
 Op. St. Compt. 58-120

Adoption date: November 7, 2011

**Transportation Services for Non-Public Schools**

8413

In accordance with state law, the district shall provide transportation to students attending state accredited non-public, private and parochial schools within or outside the district. This transportation shall be under similar or like circumstances.

If the district provides transportation to non-public schools for students living within the applicable mile limits, it must establish a centralized pickup point for the transportation to such non-public schools for students living beyond the mileage range.

At its discretion, the district may provide transportation for students residing in the district to non-public schools located more than fifteen miles from the home of a student if such transportation has been provided to the non-public school in at least one of the immediately preceding three school years and such transportation is to be provided from one or more centralized pick-up points. The distance from a pick-up point to the non-public school is not to exceed fifteen miles.

The request for receiving transportation to such schools outside the district must be made in writing by April 1st preceding the school year in which transportation is desired.

*If a parent or guardian, requesting transportation to a non-public school for a child, is not a district resident on April 1st, written request must be submitted within 30 days after establishing residence.*

The district may waive the above deadline dates in cases in which the district is already transporting to the school requested only if there is seating space available on the vehicle, and if the additional student can be accommodated within the time parameters of that route at no additional cost to the district. Such accommodation shall not interfere with prior or subsequent trips for the vehicle.

Legal Reference:

Education Law § 3635.15

Adopted: 1969  
Revised: 2/10/92  
Renamed: 11/13/12