

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

Miss Alma Leticia Gaxiola, 4th Grade Student, Tooker Avenue Elementary School

Reading her poem “I’m Growing Up” – Published in “A Celebration of Poets, East, Fall 2015”

[7:00 P.M. - Public Session Resumes Beginning with Item #3]

- 3. Approval of minutes of previous meeting(s): Regular Meeting: May 3, 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:

- A. **Science Program Evaluation:**
Grades K-5-Ms. Christine Tona, Executive Director for Curriculum & Instruction
Grades 6-8-Mr. Harry Theo, Junior High School Math and Science Chairperson
Grades 9-12-Mr. Kenneth Konopa, Senior High School Science Chairperson

12. Business Agenda [****Consent Agenda Items**]

A. BOARD OF EDUCATION

- ** (R) Tabulation of Votes (Res. #BE-1)
- ** (R) Acceptance of Final Report of the Review of Access Permissions, dated April, 2016, as presented by Cerini and Associates (Res. #BE-2)
- ** (R) Acceptance of the Final Updated Report of Risk Assessment, dated May, 2016, as presented by Cerini and Associates (Res. #BE-3)
- ** (R) Approval of Letter of Engagement/Service Proposal between the West Babylon School District and Ms. Judith Proscia relating to Information Technology Services for the period May 23, 2016 through June 30, 2016 (Res. #BE-4)
- ** (R) Approval of Consultant Agreement between the West Babylon School District and Edgewater Consulting, LLC for the period July 1, 2016 through June 30, 2017 (Res. #BE-5)
- ** (R) Approval to Extend the Contract between the West Babylon School District and Tobay Printing Company, Inc. for the Printing of the 2016-2017 School District Newsletter (Res. #BE-6)
- ** (R) Approval of CSEA Employee Benefit Fund Retiree Vision Plan Coverage and Availability to CSEA Bargaining Unit Member Retirees who retire on or after June 1, 2016 (Res. #BE-7)
- ** (R) Authorization for the Board President and the Acting Superintendent of Schools to Sign an Employment Agreement with the Independent Lead Evaluator for the period July 1, 2016 through June 30, 2017 (Res. #BE-8)
- ** (R) Approval of Western Suffolk BOCES Proposals #2016-2663_Equipment and #2016-2664_Maintenance-Konica MFP for Multi-Year Project (Res. #BE-9)

B. PERSONNEL

- ** (R) 15-P-19 Professional Personnel
- ** (R) 15-C-19 Civil Service Personnel (Res. #PE-1)

C. FINANCE

- ** (R) Approval of the Tax Anticipation Note "TAN" Resolution (Res. #FI-1)
- ** (R) Approval of Joint Bidding of RFP #16/17-03P-IE5-LH for Tutorial and Special Education Services for the 2016-2017 School Year (Res. #FI-2)
- ** (R) Approval of Fund Surplus Resolution Agreement and Release with Questar III for the District's Full and Complete Entitlement to Its Share of the Other Post-Employment Benefits ("OPEB") Accrual Amount (Res. #FI-3)
- ** (R) Authorization to Transfer 2015-2016 Fund Balance into Established Reserves (Res. #FI-4)
- ** (R) Approval of Budget Transfers (Res. #FI-5 through Res. #FI-6)
- ** (R) Approval of April, 2016 Treasurer's Report (Res. #FI-7)
- ** (R) Acceptance of Donations (Res. #FI-8 through Res. #FI-11)

D. FACILITIES

- ** (R) Acceptance of Donation (Res. #FA-1)
- ** (R) Declaration of Obsolete Equipment (Res. #FA-2 through Res. #FA-3)

13. Policy Review:

- A. Board Review-Public Use of Facilities (Third Time Adoption) (File:1500)
- B. Board Review-Student Health Services (First Time Reading) (File:5420)
- C. Board Review-Audit Committee (Second Time Discussion) (File:6690)
- D. Board Review-Pediculosis Capitis (Head Lice) (First Time Reading) (File:7515)

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
May 3, 2016	-----	-----
April 19, 2016	-----	-----
April 12, 2016	-----	-----
March 22, 2016	-----	-----
March 8, 2016	-----	-----
February 23, 2016	-----	-----
January 26, 2016	-----	-----
January 12, 2016	-----	-----
December 8, 2015	-----	-----
November 24, 2015	-----	-----
November 10, 2015	-----	-----
October 27, 2015	-----	-----
October 13, 2015	-----	-----
September 21, 2015	-----	-----
September 8, 2015	-----	-----
August 25, 2015	-----	-----
July 7, 2015	-----	-----
June 23, 2015	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING
BOARD OF EDUCATION

BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY - MAY 24, 2016

RESOLUTIONS

BOARD OF EDUCATION

****#BE-1**

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 Budget Vote and Trustee Election Vote held on May 17, 2016, and the results of such tabulations were as follows:

Proposition # 1: School District Budget

Yes: 1097 No: 402

Return of votes on School District Trustees:

Three 3-year terms ending June 30, 2019:

1a	Dennis Kranz	774
2a	Peter Scarlatos	769
3a	Diane Klein	1068
4a	Raymond Cascio	635
5a	Stephen Donnelly	591

****#BE-2**

RESOLVED: that the West Babylon Board of Education accepts the final report of the Review of Access Permissions, dated April, 2016, as presented by Cerini and Associates.

****#BE-3**

RESOLVED: that the West Babylon Board of Education accepts the final updated report of Risk Assessment, dated May, 2016, as presented by Cerini and Associates.

****#BE-4**

RESOLVED: that the West Babylon Board of Education approves the letter of engagement/service proposal between the West Babylon School District and the following individual, to provide information technology services, valued up to \$1800, at \$75 per hour:

Ms. Judith Proscia

This engagement will begin on May 23, 2016 and will be completed by June 30, 2016.

****#BE-5**

RESOLVED: that the West Babylon Board of Education approves the following consultant agency to provide support and professional development related to claiming state aid for students with disabilities, non-resident billings and tuition rates for approved summer special education programs in accordance with state reporting requirements. The agreement with the agency shall be in effect from July 1, 2016 through June 30, 2017:

Edgewater Consulting, Inc.

****#BE-6**

RESOLVED: that the West Babylon Board of Education agrees to extend the contract, between the West Babylon School District and Tobay Printing Company, Inc., for one (1) additional year for the 2016-2017 printing of the District's newsletter.

****#BE-7**

RESOLVED: that the West Babylon Board of Education agrees to coverage under the CSEA Employee Benefit Fund Retiree Vision Plan (the "Plan") administered by the CSEA Employee Benefit Fund (the "Fund") and shall be available to any member of the CSEA bargaining unit who retires on or after June 1, 2016. The District has no obligation to pay for coverage under the Plan.

****#BE-8**

RESOLVED: that the West Babylon Board of Education authorizes the Board President and the Acting Superintendent of Schools to sign an Employment Agreement, with Ms. Mary Castiglie, Independent Lead Evaluator, for the period July 1, 2016 through June 30, 2017.

****#BE-9**

RESOLVED: that the West Babylon Board of Education approves the Western Suffolk BOCES Proposals #2016-2663_Equipment and #2016-2664_Maintenance-Konica MFP for a multi-year project.

PERSONNEL

**#PE-1

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

- | | |
|----------------|-------------------------|
| <u>15-P-19</u> | Professional Personnel |
| <u>15-C-19</u> | Civil Service Personnel |

FINANCE

****#FI-1**

RESOLVED: that the West Babylon Board of Education approves the **TAX ANTICIPATION NOTE (“TAN”)** dated May 24, 2016, authorizing the issuance not to exceed \$30,000,000 Tax Anticipation Notes of the West Babylon Union Free School District, in the Town of Babylon, County of Suffolk, State of New York, in anticipation of the collection of real estate taxes to be levied for the fiscal year ending June 30, 2017.

****#FI-2**

RESOLVED: that the West Babylon Board of Education approves a resolution to participate with other educational and/or municipal corporations in the State of New York in joint bidding of RFP #16/17-03P-IE5-LH for tutorial and special education services for students, Western Suffolk BOCES and component school districts, for the period July 1, 2016 through June 30, 2017, pursuant to General Municipal Law Section 119-o and Education Law Section 1950.

****FI-3**

RESOLVED: that the West Babylon Board of Education approves the Fund Surplus Resolution Agreement and Release with Questar III for the District’s full and complete entitlement to its share of the Other Post-Employment Benefits (“OPEB”) accrual amount.

****FI-4**

RESOLVED: that the West Babylon Board of Education hereby authorizes transfers of 2015-2016 fund balance into and between any of the properly established reserves not to exceed:

Reserves	Transfers Not To Exceed
Workers Compensation	\$ 500,000.00
Unemployment	\$ 250,000.00
EBLAR	\$ 250,000.00
Employees’ Retirement	\$ 2,000,000.00
Total Reserves	\$ 3,000,000.00

****FI-5**

RESOLVED: that the West Babylon Board of Education hereby approves the following budget transfer:

<i>ACCOUNT CODE</i>	<i>ACCOUNT CODE DESCRIPTION & TRANSFER EXPLANATION</i>	<i>FROM</i>	<i>TO</i>
A9060.8000	Health Insurance	\$100,000.00	
A9040.8000	Workers' Compensation To cover invoices from April-June 2016		\$100,000.00

****FI-6**

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

<i>ACCOUNT CODE</i>	<i>ACCOUNT CODE DESCRIPTION & TRANSFER EXPLANATION</i>	<i>FROM</i>	<i>TO</i>
A2110.1600	Teacher Aides/Substitute Salaries	\$ 80,225.00	
A1430.1500	Personnel Executive Director Salary		\$ 225.00
A1620.1610	Buildings & Grounds Security Salaries		\$ 15,000.00
A1620.1630	Buildings & Grounds Maintenance Mechanics Salaries		\$ 30,000.00
A2110.1401	Daily Substitutes		\$ 20,000.00
A2110.1500	Other Instructional Salaries		\$ 10,000.00
A2110.1562	Independent Evaluator		\$ 3,000.00
A2110.1602	Senior Substitute Salaries		\$ 2,000.00
	Re-establish payroll encumbrance		

****FI-7**

RESOLVED: that the West Babylon Board of Education approves the Treasurer's Report for the month of April, 2016.

****FI-8**

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$250.00, from the West Babylon Teachers Association. The donation will be used for the Annual Fun Run and Wellness Fair.

****FI-9**

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$14.90, from Ohioyle and a donation, in the amount of \$506.10, from Target. The donations will be deposited into the Senior High School's Trust and Agency account.

****FI-10**

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$100.00, from Target's "Take Charge of Education" program. The donation will be deposited into Forest Avenue School's Trust and Agency account.

****FI-11**

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$100.00, from Target's "Take Charge of Education" program. The donation will be deposited into the Junior High School's Trust and Agency account.

FACILITIES

****#FA-1**

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, from the Babylon Rotary Club, of tree seedlings for all first grade students.

****FA-2**

RESOLVED: that the West Babylon Board of Education declares the following equipment, located in the Junior High School Family & Consumer Science and Technology Department, obsolete:

Make	Model #	Serial #	West Babylon ID #
GE Dishwasher	GSD700L-20	TD703402B	20071004
GE Dishwasher	GSD2030Z02WW	ZT58784B	20070300

The equipment is no longer functional.

****FA-3**

RESOLVED: that the West Babylon Board of Education declares the following equipment, located in the Senior High School Family & Consumer Science Department, obsolete:

Make	Model #	Serial #	West Babylon ID #
GE White Refrigerator with built-in water/ice maker	N/A	N/A	002162 & 20072358

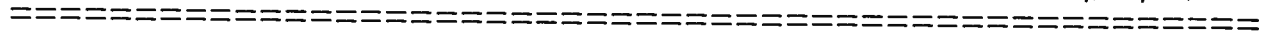
The equipment is no longer functional.

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - MAY 24, 2016

PERSONNEL

(R) Schedules: 15-P-19 Professional Personnel
 15-C-19 Civil Service Personnel (**#PE-1)



PROFESSIONAL PERSONNEL SCHEDULE

I. Professional Personnel Schedule 15-P-19

- A. Family Medical Leaves
- B. Retirements
- C. Regular Substitute Terminations
- D. Part-Time Terminations
- E. S.A.T. Proctors
- F. Math/Science Review Sessions
- G. Math/Science Regents Workshops
- H. 2016 Summer 9-12 Regents Prep Coordinator
- I. 2016 Summer School Principal
- J. 2016 Summer ESL Tech Camp
- K. 2016-2017 Student Teachers/Observers/Interns

CIVIL SERVICE PERSONNEL SCHEDULE

II. Civil Service Personnel Schedule 15-C-19

- A. Leave of Absence Request
- B. Resignations/Retirements
- C. Part-Time Terminations
- D. LOA Returnee
- E. Probationary Appointments
- F. 2015-2016 Per Diem Substitutes

SCHEDULE 15-P-19 Professional Personnel Schedule

Date of Meeting: May 24, 2016

Page 1 of 5 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Hoppe, Lisa	Special Ed. Tchr.	SA/JK		5/19/16 -	Family Medical Leave
Delaney, Wendy	Special Ed. Tchr.	JH		5/23/16 -	Family Medical Leave
O'Leary, Stephen	Assistant Principal	HS		5/23/16 -	Family Medical Leave
Farrelly, Yiendhy	Superintendent	Admin.		5/26/16 -	Family Medical Leave
Korchma, Heather	Art Tchr.	HS		5/27/16 -	Family Medical Leave
Raimondi, Theresa	Registered Nurse	FA		6/24/16	Resignation to Retire [eff. 6/25/16]
Augustine, Janine	Social Studies Tchr.	JH		6/30/16	Resignation to Retire [eff. 7/1/16]
Leonbruno, Thomas	Special Ed. Tchr.	JH		6/30/16	Resignation to Retire [eff. 7/1/16]
Morris, Deborah	Library Media Specialist	JK		6/30/16	Resignation to Retire [eff. 7/1/16]
Uhl, James	Music Tchr.	Elem.		6/30/16	Resignation to Retire [eff. 7/1/16]

SCHEDULE 15-P-19 Professional Personnel Schedule

Date of Meeting: May 24, 2016

Page 2 of 5 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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The following Regular Substitute Appointments are terminated effective June 30, 2016:

Barlotta, Kristina	Regular Substitute/Mathematics				
Breiner, Michael	Regular Substitute/Elementary				
Mills, Susan	Regular Substitute/Special Education				

The following Part-Time Appointments are terminated effective June 30, 2016:

Clark, Kathryn	PT/Social Studies(.4)				[to PEL]
Ludwig-Worgul, Cristina	PT/English(.6)				[to PEL]
Ritacco, Joseph	PT/Health(.1)				[to PEL]
Torres, Nicole	PT/Physical Education(.6)				[to PEL]
Saar, Wendy	PT/Speech(.4)				
Allar, Amanda	PT/Special Education(.8)				
Mathis, Violande	PT/Foreign Language(.8)				
Smith, Kerry	PT/Elementary(.6)				
Zito-Farello, Mary	PT/Family & Consumer Science(.3)				

S.A.T. Proctors:

\$22.47/hr. 5/7/16

Powers, Brian					4.5 hrs.
Shaffer, Donna					4.5 hrs.
Mendoza, Aimee					5 hrs.
Romeo, Marta					5 hrs.
Amaya, Idalia					5.5 hrs.
Kohler, Amy					5.5 hrs.
Iaquinto, Christine					5.75 hrs.
Borgo, Danielle					6 hrs.
Fealey, Miranda					6 hrs.
Heaton, Bryan					6 hrs.
Heaton, Elise					6 hrs.
Jones Desiderio, Roberta					6 hrs.
Leonard, Matthew					6 hrs.
McArdle, Patrick					6 hrs.
Neville, Patricia					6 hrs.
Ruiz, Lawrence					6 hrs.
Tichy, Audrey					6.5 hrs.
Montalvo, Andrea					9.75 hrs.
Montalvo, Christina	Test Supervisor				9.75 hrs.

SCHEDULE 15-P-19 Professional Personnel Schedule

Date of Meeting: May 24, 2016

Page 3 of 5 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<u>Review Sessions:</u>					
		JH	\$37.14/session	May - June 2016	
Cody, Nora	Earth Science				[6 sessions]
Craig, Karol	Integrated Algebra				[6 sessions]
<u>Math Regents Workshops:</u>					
		HS	\$37.14/hr.	May - June 2016	
Doyno, Ian	Algebra				up to 3 hrs.
Gladysz, Michele	"				"
Kunzig, Christopher	"				"
Valensisi, Valerie	"				"
Quinn, Melissa	Geometry				up to 5 hrs.
Mucaria, Donna	"				"
Mattson, Alexandra	"				"
Ryan, Diana	"				"
Barlotta, Kristina	Algebra 2/Trig.				up to 6 hrs.
Doyno, Ian	"				"
Fulton, Sherri-Anne	"				"
Silvio, Kathryn	"				"
Shinners, Walter	"				"
<u>Science Regents Workshops:</u>					
		HS	\$37.14/hr.	May - June 2016	
Conte, Joseph	Living Environment				up to 4 hrs.
Jones Desiderio, Roberta	"				"
Kearon, Kimberly	"				"
Kirby, Susan	"				"
Montalvo, Andrea	"				"
Prizzi, Theresa	"				"
Baranek, Stephen	Earth Science				up to 5 hrs.
Rizzo, Laura	"				"
Mendoza, Aimee	"				"
McKenna, Theresa	"				"
Hansen, Kevin	Physics				up to 5 hrs.
Spitzer, Andrew	"				"
Jones, Taylor	"				"
Konopa, Kenneth	Chemistry				up to 6 hrs.
Belina, Michelle	"				"
Peraza, Rosemary	"				"
Salerno, Loretta	"				"

SCHEDULE 15-P-19 Professional Personnel Schedule

Date of Meeting: May 24, 2016

Page 4 of 5 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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2016 Summer 9-12 Regents Preparation Coordinator - August 3, 2016 - August 18, 2016*

*contingent, pending NYSED approval and sufficient enrollment

McGrath, Donna \$3,842.

2016 K-8 Special Education Summer School Principal - July 11, 2016 - August 19, 2016*

*contingent, pending NYSED approval and sufficient enrollment

Cunningham, Gregg \$9,327.

2016 Summer ESL Tech Camp- July 25, 2016 – August 5, 2016*

*contingent, pending enrollment

Title III Grant Fund

Teachers: \$1,692.
 Alexander Kinnear, Toni
 Gagliardo, Christina
 Tarasov, Lyubov
 Yturraspe, Kris

Student Teachers/Observers/Interns:

Barrett, Alison	Guidance	JH	2016 - 2017
Dawideit, Megan	Mathematics	HS	Fall, Spring
			Fall

SCHEDULE 15-C-19 Civil Service Personnel Schedule

Date of Meeting: May 24, 2016

Page 5 of 5 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Libranti, Elizabeth	Paraprofessional (school monitor)	FA		5/3/16 - 6/30/16	Leave of Absence
Caggiano, Joseph	Guard	DW		5/9/16	Resignation
Llobell, Brittany	Paraprofessional (special ed. aide)	FA		5/20/16	Resignation
Frank, Alfred, Sr.	Guard	DW		6/24/16	Resignation to Retire [eff. 6/25/16]
Appell, Angela	Senior Clerk Typist	TA		9/29/16	Resignation to Retire [eff. 9/30/16]

The following Part-Time Appointments are terminated effective June 30, 2016:

Foster, Christine PT/Physical Therapist(.6)
 Waterman, Diana PT/Physical Therapist(.4)

Bettinelli, Rosemarie	Paraprofessional (hall monitor)	HS		5/16/16	Returned from LOA
Pasciuta, Amedeo	Custodial Wrkr. I	FA	Step 1/ \$39,673. (prorate)	5/25/16	Probationary Appt.
Cronin, Lawrence	Custodial Wrkr. I	JH	Step 1/ \$39,673. (prorate)	5/25/16	Probationary Appt.
*Delacrusaz, Alanna	Paraprofessional (special ed. aide)	TA	Step 1/ \$13.64/hr.	5/25/16	Probationary Appt.

Per Diem Substitutes:

*Gau, Steven

*Ramage, Martin

*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT
REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - MAY 24, 2016

POLICY

- A. Board Review-Public Use of Facilities (Third Time Adoption) (File:1500)
- B. Board Review-Student Health Services (First Time Reading) (File:5420)
- C. Board Review-Audit Committee (Second Time Discussion) (File:6690)
- D. Board Review-Pediculosis Capitis (Head Lice) (First Time Reading) (File:7515)

PUBLIC USE OF SCHOOL FACILITIES

School facilities may be used by district residents and members of the general public for activities which are educational, cultural, social, recreational or civic in nature, primarily for the benefit of district residents and consistent with all applicable federal and state laws. Any such use, however, shall not be deemed an endorsement of the activity or the purpose for which the facilities are used.

The buildings and rooms therein, and the grounds of the district may be made available only when not required to serve the program needs of the West Babylon Union Free School District. Once these needs are filled, priority will be given to West Babylon community groups. Non-West Babylon groups shall be treated equally in the approval of uses and in fees charged or waived.

The Superintendent shall prescribe regulations for the use of any school facility. The Superintendent may also appoint a designee who will be responsible for scheduling the use of school facilities, ensuring that economical and efficient use is made of the time and space available, and for issuing permits. Approval for facility use may be granted for the following:

1. For the purpose of instruction in any branch of education, learning, or the arts.
2. For holding social, civic, and recreational meetings and entertainments, and other uses pertaining to the welfare of the community. Such meetings, entertainments, and uses shall be non-exclusive and open to the general public.
3. For meetings, entertainments, and occasions where admission fees are charged, when the proceeds thereof are to be expended for an educational or charitable purpose; but such use shall not be permitted if such meetings, entertainments, and occasions are under the exclusive control, and the said proceeds are to be applied for the benefit of a society, association, or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization other than organizations of veterans of the military, naval, or marine service of the United States and organizations of volunteer firefighters or volunteer ambulance workers.
4. For polling places holding primaries and elections and for the registration of voters and for holding political meetings. No political meeting, however, shall be permitted unless authorized by a vote of the Board of Education, held as provided by law.
5. For emergencies within the school district, such as floods, power outages, and other conditions which require temporary accommodations for residents in sections of the community.
6. Public library purposes, subject to provisions of the Education Law, or as stations of public libraries.
7. Civic forums and community centers.
8. Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.

DRAFT

Third Time Adoption 5/24/16

9. Child-care programs when school is not in session, or when school is in session for the children of students attending schools of the district and, if there is additional space available, for children of employees of the district.
10. Graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.

The Board of Education reserves the right, at any time and within its complete discretion, to require any applicant to provide insurance in such amounts as the Board of Education may determine to be adequate to insure the school district. Moreover, permission for the use of the facility may be subject to revocation or cancellation when, in the judgment of the Board of Education or the Superintendent of Schools, the interests or requirements of the school district may deem it advisable. Also, the West Babylon Union Free School District is absolved from responsibility for personal property.

The Superintendent of Schools or a designee is authorized to require adult sponsorship for individuals or groups of persons under 21 years of age who wish to use school buildings, grounds, or other facilities. She/he shall limit the use of school buildings, grounds, and other facilities if such use is potentially hazardous or creates a nuisance to surrounding property owners in accordance with such administrative regulations as she/he may deem appropriate. Before granting specific permission for use of a school building, grounds, or other facilities, the Superintendent of Schools or a designee shall require in the application for such use, written acknowledgment by the applicant or a designee, of administrative regulations which govern such use.

Responsibility for Damages:

A written guarantee shall be given by a responsible person that the school district shall be reimbursed for any damages incurred while the school facilities were in use.

Any person or persons using school buildings, grounds, or other facilities without specific permission, and outside the procedures and conditions herein outlined, may be considered a trespasser.

When applicable, a damage security deposit is required to be submitted for each event; as defined in this policy.

Fees for the Use of Facilities:

Rates charged for authorized use of school buildings, grounds, or other facilities by non-school groups shall be established in accordance with regulations of the Board of Education.

Legal References:

Section 414 of Education Law

Equal Access Law

New York Constitution, Article 1 § 11, Article 8 § 1, Article 11 § 3

Adopted: 12/08/2009

Revised: March 12, 2013

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 *or continue attendance* 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. The district will stock epinephrine auto-injectors. Pursuant to Public Health Law §3000-c, the district will establish a collaborative agreement with an emergency health care provider to institute written protocols and procedures for the rest of non-patient specific epinephrine auto-injectors. The district shall ensure that designated staff are appropriately trained. Each school in the district will include in its emergency plan a protocol for responding to health care emergencies, including anaphylaxis. Parents/guardians will be notified of any emergency medical situation as soon as practicable. Parents/guardians will receive notification of non-emergent medical situations that have been reported to the nurse in a timely manner.

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 authorized medical provider.

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.
3. that in order for a student to carry and use a rescue inhaler, an epinephrine auto-injector, insulin, or glucagon and associated testing supplies, written permission must be provided both by the parent and the prescribing authorized medical provider in accordance with state law and regulation .

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

Revised: June 24, 2014

AUDIT COMMITTEE

The nine members of the Board of Education serve as the district's Audit Committee for purposes of overseeing and carrying out the Board's audit policies and the performance of related duties and responsibilities. [The district's Audit Committee shall be comprised of at least three members. At least three members shall be appointed to serve on the committee on an annual basis]. Employees of the school district are prohibited from serving on the committee.

The Audit Committee shall:

1. Recommend internal and external audit plans [to the Board], specifying the areas of District operations to be reviewed for compliance with legal and regulatory requirements, operating efficiency and effectiveness;
2. Receive and review the resulting audit reports; [and propose recommendations to the Board for action as may be necessary and appropriate;]
3. Receive and review the report of the external auditor on any findings commented on during the annual audit report, and the management response thereto, [and propose recommendations to the Board for action as may be necessary and appropriate];
4. Oversee the selection of the internal auditor and the external auditor, pursuant to the relevant Board policies, [and make recommendations to the Board for appointment to said positions;] and
5. Perform any other responsibilities outlined by the Board and/or as listed in the District's Audit Committee Charter (see attached exhibit, 6690-E).

The audit committee may conduct an executive session in accordance with law and Commissioner's regulation. [Any member of the board of education who is not a member of the audit committee may be allowed to attend an executive session if authorized by a resolution of the board of education].

It is not the intent of the Board of Education that the Audit Committee participate in or be responsible for the day to day operations of the school district or in the decisions that are the responsibility of the Superintendent of Schools or Executive Director for Business, or the other district administrators.

Ref: Education Law §2116-c
8 NYCRR §170.12 (d)

Adoption date: November 7, 2011

SUBJECT: PEDICULOSIS CAPITIS (HEAD LICE)

- a) *The school nurses in each building may examine students as appropriate or on an as needed basis (referral from parents, teachers, self-disclosure or recommendation by other school or health personnel).*
- b) *Students suspected of having live lice infestation will be checked by the school nurse.*
- c) *Students identified with having live lice infestation will be excluded from the classroom. The parent/guardian will be contacted to pick up the child. Printed instructions and verbal review of all instructions will be provided to the parent regarding treatment, disinfection, and return to school procedures. The importance of examining and treating other infested family members will be strongly emphasized. Fine combing with a lice and nit removal comb and manual nit removal is a critical component in the successful treatment and eradication of head lice. It is the parent's responsibility to monitor and treat children as appropriate. The school nurse simply screens children as needed. This is confidential information and will only be shared with other school staff on an appropriate need to know basis.*
- d) *The school nurse will inspect classmates in the affected student's classroom and other classrooms where there may be potential spread due to student's participation or proximity of activities when appropriate (determined by the nurse). A written notice including instructions for removal of nits or lice will be sent home with students in the affected classrooms, alerting parents to inspect their children's heads at home.*
- e) *Students identified with only nits will be allowed to remain in school until dismissal. A notice will be sent home advising parents that all nits be removed and the proper methods for nit removal clearly explained by printed materials and verbal explanations as necessary.*
- f) *Prior to school re-entry, students should be accompanied by parent or guardian to the Health Office to be cleared by the school nurse for return to class. Readmission to the classroom will be allowed if there is no evidence of live lice and the examination shows a clear decrease in the amount of nits on hair shafts. This process will be repeated in seven to ten (7-10) days following return to school and as needed until the infestation is completely eradicated.*
- g) *Families with repeated and persistent infestation of lice and/or nits will be counseled and advised by the school nurse.*
- h) *If a family is found to have live infestation or nits, the school nurse may examine siblings or other household members and will notify school nurse of siblings attending other school buildings or districts.*
- i) *Poor parental compliance with acceptable and effective treatments and/or poor attendance due to persistent or recurrent head lice may result in a Child Protective Services report of child neglect and/or educational neglect. Prompt treatment and quick return to school is the expected standard of response.*

Adopted: