

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK
REGULAR MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
TUESDAY – AUGUST 27, 2013

AGENDA

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

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

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

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

3. Approval of minutes of previous meeting(s): Regular Meeting: August 13, 2013
4. Statement of the Board and/or Superintendent
5. Statement of West Babylon Teachers' Association Representatives
6. Statement of School Administrators' Association Representatives
7. Statement of C.S.E.A. Representatives
8. Statement of Student Association Representatives
9. Statement of PTA Council Representatives
10. Statement of Residents re: agenda items [15 minutes-limited to 3 minutes per speaker]*
11. Report of the Superintendent and/or Educational Presentation:

Grades 3-8 Assessments

Mrs. Christine Tona, Executive Director for Curriculum & Instruction

12. Business Agenda [****Consent Agenda Items**]
 - A. **BOARD OF EDUCATION**
 - ** (R) Resolution Honoring Mr. Edward S. De Iulio, Retired West Babylon Director of Music and Superintendent of Schools (Res. #BE-1)
 - B. **PERSONNEL**
 - ** (R) 13-P-4 Professional Personnel
 - ** (R) 13-C-4 Civil Service Personnel (Res. #PE-1)
 - C. **FINANCE**
 - ** (R) Appropriation of Funds (Res. #FI-1)

13. Policy Review:
 - A. Board Review-School Board Officer and Employee Code of Ethics (Review) (File:2160)
 - B. Board Review-Diploma Options for Students with Disabilities (First Time Reading) (File:4773)
 - C. Board Review-Recruiting and Hiring (Review) (File:9240)
 - D. Board Review-Recruiting and Hiring-Regulations (Revision) (File:9240-R)
 - E. Board Review-Staff Requests for Accommodations under the American with Disability Act as Amended (ADAAA) (First Time Reading) (File:9350)
14. Board of Education Committee Reports
15. Old Business
16. New Business:
 - A. **Report of Annual Building Tours**
 - B. **Trustees Reports: NYSSBA Summer Law Conference Annual SCOPE Meeting**
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
August 13, 2013	-----	-----
July 23, 2013	-----	-----
July 9, 2013	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT
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REGULAR MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
TUESDAY – AUGUST 27, 2013
RESOLUTIONS

BOARD OF EDUCATION

**#BE-1

WHEREAS, Edward S. De Iulio served as West Babylon’s Director of Music from 1960 to 1981 and as Superintendent of Schools from 1981-1982; and

WHEREAS, in 1966, Edward S. De Iulio was chosen as one of the top ten music educators in the United States by “*School Musician Magazine*”; and

WHEREAS, in 1967, under the direction of Edward S. De Iulio, the marching band was chosen to represent the U.S. State Department at Expo ‘67 in Canada; and

WHEREAS, in 1969, Edward S. De Iulio was inducted into the International Who’s Who of Music Educators; and

WHEREAS, in 1973, under the direction of Edward S. De Iulio, Gov. Nelson Rockefeller issued a proclamation designating the marching band as New York’s representative in the 1973 Marching Band Festival of States in St. Petersburg, Florida; and

WHEREAS, in 1974, under the direction of Edward S. De Iulio, the marching band was invited to participate in the International School Band Festival in Vienna, Austria; and

WHEREAS, in 1977, under the direction of Edward S. De Iulio, the marching band performed at the Kentucky Derby Festival; and

WHEREAS, Edward S. De Iulio served as President or Vice President of Western Suffolk BOCES SEPTA for a period of sixteen years; and

IT IS THEREFORE RESOLVED:

THAT, in honor of Edward S. De Iulio’s service and commitment to the West Babylon Union Free School District, the Board of Education of the West Babylon School District, hereby

RESOLVES, to name the music wing in the West Babylon High School the **EDWARD S. DE IULIO MUSIC WING**.

PERSONNEL

**#PE-1

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

<u>13-P-4</u>	Professional Personnel
<u>13-C-4</u>	Civil Service Personnel

FINANCE

****#FI-1**

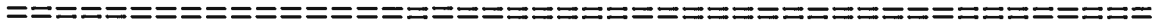
RESOLVED: that the West Babylon Board of Education authorizes the appropriation of funds from the insurance proceeds received for the replacement of the John F. Kennedy Elementary School playground that was destroyed on July 11, 2013. These funds will be added to A1610.2100 (Buildings and Grounds Equipment), therefore, amending the 2013-2014 Budget.

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - AUGUST 27, 2013

PERSONNEL

(R) Schedules: 13-P-4 Professional Personnel
 13-C-4 Civil Service Personnel



PROFESSIONAL PERSONNEL SCHEDULE

I. Professional Personnel Schedule 13-P-4

- A. School Psychologist-Stipend
- B. 2013 Summer School/Summer Work
- C. 2013-2014 Club & Advisor/HS
- D. Fall, 2013 Coaching
- E. Fall, 2013 Student Teacher/Observer
- F. 2013-2014 Per Diem Substitutes

CIVIL SERVICE SCHEDULE

II. Civil Service Schedule 13-C-4

- A. Leave of Absence Request
- B. Resignation from LOA
- C. LOA Returnee
- D. Probationary Appointment
- E. 2013 Summer Work
- F. 2013-2014 Per Diem Substitutes

SCHEDULE 13-P-4 Professional Personnel Schedule

Date of Meeting: August 27, 2013

Page 1 of 3 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Duncan, Justine	School Psychologist	SA	\$1,910.	9/1/13	[stipend]
Summer School:					
Regents Preparation Course Instructors:			\$45.56/hr.	8/12/13	[up to 2 sessions, 2 hrs./session]
Conte, Joseph	Biology				
Ferretti, Heather	U.S. History				
Gilbert, Beth	English				
Greve, Kristina	Global History				
Mendoza, Aimee	Earth Science				
Montalvo, Christina	Geometry				
Owenburg, Kristina	Algebra				
Owenburg, Kristina	Geometry			7/31/13 - 8/12/13	
Regents Exams Proctors/Graders:			\$45.56/hr.	8/13/13, 8/14/13	
Conte, Joseph					
Ferretti, Heather					
Gilbert, Beth					
Owenburg, Kristina					
Peterson, Sean					
Selvaggio, Alise					
Summer Work:					
CSE Representative:				Summer, 2013	
Henthorne, Debra			\$65.94/hr.		
Project Adventure Curriculum Writers:				August, 2013	Carol M. White PEP Grant Up to 12 hrs./person
Antonelli, Gina			\$81.47/hr.		
Dorsey, Katie			\$43.56/hr.		
Needham, Theresa			\$88.13/hr.		
Richert, Danielle			\$94.83/hr.		
Russo, Michael			\$81.47/hr.		
Spinelli, Anthony			\$94.29/hr.		
Club & Advisor:					
Kilgus, Colleen		HS		2013-2014	
	Distributive Ed. (Work Study)		\$3,415.		[repl. K. Reilly-Johnson]

SCHEDULE 13-P-4 Professional Personnel Schedule

Date of Meeting: August 27, 2013

Page 2 of 3 pages.

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

White, Nicole	JV Head	Soccer (G)	\$5,150.	Fall, 2013	
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Student Teacher/Observer:

Zemsky, Lora	Special Education	SB		Fall, 2013	
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Per Diem Substitutes:

Cappadona, Grace		DW	\$90./day	2013-2014	
Diesu, Katherine					
Kelly, TaraLynn					
Lawton, Christine					
Makarius, Christine					
Mando, Brian					
Mieschberger, Krystal					
Muhs, Christopher					
Varrone, John					

Per Diem Substitute:

Saar, Wendy	Speech	DW	\$279.77/day	2013-2014	[for speech 5+ days]
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Registered Nurse Substitute:

*Romeo, Gabrielle		DW	\$120./day	2013-2014	
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*Emergency Conditional Appointment

SCHEDULE 13-C-4 Civil Service Personnel Schedule

Date of Meeting: August 27, 2013

Page 3 of 3 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Campbell, Nancy	Paraprofessional (school teacher aide)	JK		9/1/13 - 1/31/14	Leave of Absence
Quinn, James	School Bus Driver	Trans.		8/7/13	Resignation from LOA
Schultz, Ruth	Paraprofessional (school teacher aide)	JH		9/1/13	Returning from LOA
Morvan, Matilda	School Bus Driver	Trans.	Step 1/ \$19.73/hr.	9/1/13	Probationary Appt.
Summer Work: Minghillo, Sonia	Paraprofessional (school teacher aide)	HS	\$15.30/hr.	8/29/13, 8/30/13	5 hrs./day [printing student ID's]
Per Diem Substitutes: *Kaich, Lori *Reina, Christy		DW	\$9./hr.	2013-2014	Clerical, Paraprofessional, Food Service

*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - AUGUST 27, 2013

POLICY

- A. Board Review-School Board Officer and Employee Code of Ethics
(Review) (File:2160)
- B. Board Review-Diploma Options for Students with Disabilities
(First Time Reading) (File:4773)
- C. Board Review-Recruiting and Hiring (Review) (File:9240)
- D. Board Review-Recruiting and Hiring-Regulations (Revision) (File:9240-R)
- E. Board Review-Staff Requests for Accommodations under the American with
Disability Act as Amended (ADAAA) (First Time Reading)
(File:9350)

School Board Officer & Employee Code of Ethics

File: 2160

The Board of Education is committed to avoiding any situation in which the existence of conflicting interests of any Board member, officer or employee may call into question the integrity of the management or operation of the school district. Adherence to a code of ethics promotes public confidence in the schools and furthers the attainment of district goals.

The Board also recognizes its obligation to adopt a code of ethics setting forth the standards of conduct required of all Board members, district officers and employees under the provisions of the General Municipal Law. Therefore, every Board member, officer and employee of the district, whether paid or unpaid, shall adhere to the following code of conduct.

Statutory Conflicts of Interest

It is a conflict of interest for a Board member, officer or employee to benefit personally from contracts made in their official capacity.

- “Contract” is defined broadly to include any claim or demand against the district or account or agreement with the district, whether expressed or implied which exceeds the sum of \$750.00 in any fiscal year.
- An “interest” is defined as a direct or indirect benefit that runs to the employee as a result of a contract with the district.

No Board member, officer or employee shall have an “interest” (i.e. receive a direct or indirect benefit as the result of a contract with the district) in:

1. a firm, partnership or association in which he/she is a member or employee;
2. a corporation in which he/she is an officer, director or employee;
3. a corporation in which he/she, directly or indirectly, owns or controls 5% or more of the stock;
4. a contract between the district and his/her spouse, minor child or dependents, except for an employment contract between the school district, a spouse, minor child or dependent of a Board member authorized by §800(3) of the General Municipal Law or §3016 of the Education Law.

Disclosure Requirements

All Board members, officers and employees must publicly disclose the nature and extent of any non-exempted interest they or their spouse have, will have or later acquire in any actual or proposed contract, purchase agreement, lease agreement or other agreement involving the school district (including oral agreements), even if it is not a prohibited interest under applicable law as soon as he/she has knowledge of such prospective interest. Such disclosure must be in writing to his/her supervisor (if an employee) and the Board of Education and made part of the official record of the school district. Disclosure is not required in the case of an interest that is exempted under section 802 of the General Municipal Law (see 2160-E.1); however, Board members, officers and employees are encouraged to voluntarily make such disclosure.

Other Prohibited Activities

1. Gifts: A Board member, officer or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$25.00 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her in the performance of his/her official duties or was intended as a reward for any official action on his/her part.

2. Confidential Information: A Board member, officer or employee shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest either directly or indirectly.
3. Representation before the Board or District: A Board member, officer or employee shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the school district.
4. Investments in conflict with official duties: A Board member, officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his/her official duties. Exceptions to the conflict of interest law can be found in Section 802 of the General Municipal Law (see 2160-E.1).
5. Private Employment: A Board member, officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his/her official duties.
6. Future Employment: A Board member, officer or employee shall not, after the termination of service or employment with the district, appear before the Board in relation to any action, proceeding, or application in which he/she personally participated during the period of his/her service or employment or that was under his/her active consideration.

Distribution of Code of Ethics

The Superintendent of Schools shall cause a copy of this Code of Ethics to be distributed to every member of the Board, every officer and employee of the school district. Each Board member, officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. In addition, the Superintendent shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the jurisdiction in a place conspicuous to the district's Board members, officers and employees.

Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's code of ethics may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

Ref: General Municipal Law §§800; 801; 802; 805; 806-808
Education Law §§306; 1709; 2103; 2553; 2554; 2559; 3016
Local Finance Law §60.10
Public Officers Law §30(1)(h)
Appeal of Kelly, 45 EDR Dec. No.15253 (2005)
Application of Nett & Raby 45 EDR Dec. No. 14314 (2005)
Appeal of Taber, 42 EDR 251 (2003)
Appeal of Gill, 42 EDR 89 (2002)
Matter of Grinnell, 37 EDR 504 (1998)
Appeal of Vivlemoe, 33 EDR174 (1993)
Matter of Cox, 27 EDR 353 (1988)
Matter of Granirer, 26 EDR 393 (1987)
Op. Of Atty. Gen., [Inf.] 99-16
Op. State Comptroller, 91-26

Adopted: 12/08/2009

Replaces in whole or in part former policies BBF, BBFA, and Regulation BBFA-R
Exceptions to Conflict of Interest

2160-E.1

Board members, officers and employees will not be deemed to have a conflict of interest in any of the exceptions listed in §802 of the General Municipal Law, including:

1. Contracts with membership corporations or other voluntary not-for-profit corporations or associations (e.g. Taylor Law collectively negotiated agreements, contract with a not-for-profit health services organization). [§802(1)(f) GML] [Note: No Board member is prohibited from voting on collectively negotiated agreements which are applicable to his/her spouse or child];
2. Appointment of a teacher who is a relative or spouse of a Board member, is permitted upon a two-thirds supermajority vote without limiting any Board member's right to vote. [§3016 Education Law]
3. The employment of a Board member as school physician is permitted upon a two-thirds vote of the Board. [§802(1)(i) GML]
4. Contracts entered into by the district with a person who is subsequently elected or appointed to the Board, a school district office or employment remain valid, except the contract may not thereafter be renewed. [§802(1)(h) GML]
5. A contract with a corporation of which the interest of the Board member officer or employee is, by reason of stockholding, less than 5% of the outstanding shares. [§802(2)(a) GML]
6. Contracts between the district and a Board member, officer or employee in which the total amount does not exceed \$750 in any fiscal year. [§802(2)(e) GML]
7. Where application of the conflict of interest rules would necessitate the engagement of a bank or trust company outside of the municipality or school district, the Board may designate a bank or trust company in which the Board President, treasurer or deputy treasurer has an interest in such entity. The designation shall be as a depository, paying agent or registration agent for the investment of funds. [§802(1)(a) GML]
8. A contract with a person, firm, corporation or association in which a municipal officer or employee has an interest prohibited solely by reason of employment as an officer or employee of such other entity, if their compensation will not be directly affected as a result of the contract with the municipality or school district and duties do not directly involve the procurement, preparation or performance of any part of the contract. [Appeal of Vivlemoe, 33 EDR 174 (1993)]
9. The designation of a newspaper, including the official newspaper, for the publication of notices, resolutions or other proceeding where publication is otherwise required or authorized by law. [§802(1)(c) GML]
10. The purchase of real property or any interest therein when approved upon a petition to the State Supreme Court by the Board of Education. [§802(1)(d) GML]
11. Acquisition of real property or an interest in real property through eminent domain proceedings. [§802(1)(f) GML]
12. Sale of bonds and notes pursuant to section 60.10 of the Local Finance Law. [§802(1)(g) GML]

CODE OF ETHICS ACKNOWLEDGEMENT

2160-E.2

I, _____, an officer/employee of the West Babylon Union Free School District, do hereby acknowledge receipt of a copy of the Code of Ethics of the West Babylon Union Free School District, this ____ day of _____ in the year 20 ____.

Signature of Officer/Employee

Printed Name of Officer/Employee

DIPLOMA OPTIONS FOR STUDENTS WITH DISABILITIES

NOTE: NYSSBA Policy Services offers this policy 4773 to outline the options available to students with disabilities. This is not a required policy; its main purpose is to summarize the relevant portions of the Regulations of the Commissioner of Education. Recent changes to those have modified the options for students with disabilities to obtain a local diploma. Additionally, starting with the 2013-14 school year, a "skills and achievement commencement credential" is an option. As was the case previously, students with disabilities may also be able to obtain a Regents diploma, Regents diploma with advanced designation, or IEP diplomas.

Additionally, be advised that the Board of Regents is currently considering establishing another option for students with disabilities: a "Certificate of Work Readiness." This option has been proposed and is still under consideration. If this possibility becomes a reality, NYSSBA Policy Services will update this policy and provide it as part of the Update Service.

The Board of Education is committed to supporting all students so they are college- and career-ready upon graduation. The Committee on Special Education (CSE), which includes parents/guardians, will work with students with disabilities to attain the appropriate diploma based on their Individualized Education Plan (IEP).

Regents Diploma or Regents Diploma with Advanced Designation

Students with disabilities are encouraged to work toward the completion of requirements for a Regents diploma or Regents diploma with an advanced designation, as established by New York State and the Board.

Local Diploma

Students with disabilities may work toward completion of the requirements of a local diploma. The local diploma may be earned by meeting the standards set forth in state regulations.

IEP Diploma

Students with disabilities may work toward completion of an Individualized Education Plan (IEP) diploma in accordance with the requirements as set forth in their IEP.

Each IEP diploma shall indicate on its face that it is awarded on the basis of the student's successful achievement of the educational goals specified in the student's current IEP as recommended by the CSE.

Skills and Achievement Commencement Credential

A student who meets the state definition of a student with severe disabilities, who has taken the State assessment for students with severe disabilities, may be issued a skills and achievement commencement credential pursuant to the requirements of Commissioner's Regulations 8 NYCRR §100.6.

Continued Right to Educational Services

If a student receiving an IEP diploma or a Skills and Achievement Commencement Credential is less than twenty-one years of age, the diploma or credential shall be accompanied by a written assurance of the student's continued right to attend public school until the end of the school year in which the student reaches the age of twenty-one or until the student has earned a high school diploma, whichever is earlier.

Cross-ref: 4321, Programs for Students with Disabilities
4770, Graduation Requirements

Ref: 8 NYCRR §§100.1; 100.5; 100.6; 100.9
Adoption date:

RECRUITING AND HIRING

File: 9240

Through its employment policies, the Board shall attempt to attract, secure, and hold the highest qualified personnel for all professional positions. The selection program shall be geared to select candidates who will devote themselves to the education and welfare of the children attending the public schools.

It is the responsibility of the superintendent and of persons to whom she/he delegates this responsibility to determine the personnel needs of the school district and to locate suitable and qualified candidates to recommend for employment to the Board. Through effective administrative procedures, the superintendent shall attract and recommend to the Board the employment and retention of personnel who are motivated to do their best to support the district's goals, curriculum and procedures.

It shall be the duty of the superintendent to see that persons nominated for employment in the schools shall meet all certification requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines shall be used in the selection of personnel:

1. There shall be no discrimination in the hiring process due to age, sex, creed, race, color, national origin, or place of residence.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. Interviewing and selection procedures shall assure that the administrator to be directly responsible for the work of a staff member has an opportunity to aid in the selection; however, the final selection shall be made or approved by the superintendent.
4. No candidate shall be hired without a personal interview, and wherever possible, the candidate shall be observed in his/her own school prior to selection. References shall be checked.
5. All candidates shall be considered on the basis of their merits, qualifications, and the needs of the district. In each instance, the superintendent and others playing a role in the selection shall seek to hire the best qualified person for the job.

While the Board may accept or reject a nomination, an appointment shall be valid only if made with the recommendation of the superintendent.

In instances of vacancies in top administrative posts, i.e., the Superintendent's management team, the Superintendent will offer the Board the opportunity to interview his/her nominee(s) before the Board acts on the nomination.

Replaces former policies GCA, GCD and GCD-R

Adopted: 9/13/11

[Administrative Regulations: RECRUITING AND HIRING**I. Hiring Procedures for Professional Personnel**

- A. Establish a Need: Principal/Supervisor >Assistant Superintendent, >Superintendent:
1. Positions mandated by state or federal government;
 2. Contractual requirements;
 3. Newly-established positions;
 4. Vacancies due to resignations, death or retirement;
 5. Vacancies due to leaves of absence - these would be filled by regular substitutes;
 6. Establish availability of funding with School Business Administrator.
- B. Determine Criteria: Principal/Supervisor and Assistant Superintendent
1. Certification that is required;
 2. Additional certification that is preferred;
 3. Experience specific, such as previous employment and number of years;
 4. Experience related, such as private practice, camp, tutoring, etc.;
 5. Educational preparation, both undergrad and graduate, in-service credits, workshops;
 6. Additional experiences of value, such as travel, hobbies;
 7. Additional skills that would benefit the person's job performance.
- C. Recruitment: Assistant Superintendent
1. Contractual requirements;
 2. Eligible in-house candidates;
 3. Local resources;
 4. Applications on file: All candidates for professional positions will have applications on file in the personnel office;
 - * 5. College Placement Services;
 - * 6. Newspaper advertisements.

* Optional

- * D. Ad Hoc Selection Committee: (As needed, Assistant Superintendents)
1. Paper screen applications;
 2. Select those for interview;
 3. Informal reference check.

- E. Interview Process: > Principal/Supervisor > Assistant Superintendent
 - 1. Job Description;
 - 2. Determine optimum characteristics;
 - 3. Construct questions and tasks that would best identify those characteristics;
 - * 4. Construct a rating system;
 - 5. Arrange for the interviews with Principal/Supervisor, Assistant Superintendent:
 - a. People; b. Place; c. Time
- F. Conduct Interviews:
 - 1. Plan the process: a. questioning format; b. Physical setting; c. Assignments;
 - 2. Post interview discussion and rating;
 - 3. Narrow selection.
- G. Formal Reference Check:
 - 1. Visit;
 - 2. Call;
 - 3. Written material.
- H. Second Interview:

Repeat steps "E" and "F" in more detail.
- I. Finalists meet with Superintendent.
- J. Final Choice:
 - 1. Make recommendations to Superintendent:
 - a. Reasons for selection; b. Salary; c. Status of Employment
 - 2. Offer the position (contingent upon Board of Education approval);
 - 3. Board of Education approval of Superintendent's recommendation.
 - 4. Inform unsuccessful candidates
- * Optional
- K. Administrative Details:
 - 1. Introductions;
 - 2. Orientation;
 - 3. Superintendent's Office;
 - 4. Personnel Office;
 - 5. Business Office.

II. Hiring Procedures for Non-Instructional Personnel

- A. Establish Need: Executive Director for Finance and Operations >Superintendent: or Principal >> Assistant Superintendent > Superintendent
 - 1. Contractual requirements;

2. Newly-established positions;
 3. Vacancies due to resignations, death, retirement;
 4. Vacancies due to leaves of absence (filled by substitutes);
 5. Establish availability of funding – Executive Director for Finance and Operations.
- B. Determine Criteria:
1. Civil Service requirements;
 2. Skills required;
 3. Previous experience;
 4. Educational preparation;
 5. Additional skills which would benefit job performance.
- C. Recruitment: Assistant Superintendent
1. Contractual requirements;
 2. Eligible in-house candidates;
 3. Local resources;
 4. Civil Service;
 5. Applications on file: All candidates for non-instructional positions will have applications on file in the personnel office;
 - * 6. Newspaper advertisements.
- D. Interview Process: Assistant Superintendent
1. Paper screen applicants;
 2. Select candidates from applications on file in Personnel Office;
 3. Arrange interviews:
 - a. People; b. Place; c. Time
- E. Conduct Interviews:
1. Assistant Superintendent, Principal/Supervisor, Executive Director for Finance and Operations;
 2. Post interview discussion and rating;
 3. Narrow selection.
- F. Formal Reference Check:
1. Call;
 2. Written material.
- *G. Second Interview:
1. Repeat steps "E" and "F" if necessary;
 2. All candidates may be required to meet with the Superintendent.

- H. Final Choice: Executive Director for Finance and Operations >Superintendent or Principal/Supervisor > Assistant Superintendent
1. Make recommendations to the Superintendent: a. reason for selection; b. salary; c. status of employment;
 2. Offer the position (contingent upon Board approval);
 3. Civil Service paperwork;
 4. Inform unsuccessful candidates.
- I. Administrative Details:
1. Introductions;
 2. Orientation;
 3. Personnel Office;
 4. Business Office.
- Optional

Replaces Former Policies GCA, GCD & GCD-R

Promulgated: 9/13/11]

RECRUITING AND HIRING - Administrative Regulations:

9240-R

Hiring Procedures for Non-Instructional Personnel

Establish a Need (Central & Building Administration)

HR Determines Criteria:

1. *Civil Service Requirements*
2. *Skills required*
3. *Previous experience*
4. *Educational preparation*

Recruitment:

1. *Position is posted/ canvass letters are sent by HR*
2. *Candidate pool is sent to the Interview Committee by HR*

Interview committee conducts interviews

Lunch Department Interview Committee Consists of:

1. *School Lunch Director*
2. *Executive Director of Finance & Operations*
3. *Direct Supervisor (i.e. Head Cook)*
4. *WBAA member (rotation basis)*

Transportation Interview Committee Consists of:

1. *Transportation Supervisor*
2. *Executive Director of Finance & Operations*

3. *Head Driver*

Buildings & Grounds Interview Committee Consists of:

1. *Plant Facilities Administrator*
2. *Executive Director of Finance & Operations*
3. *Head Custodian*
4. *WBAA member (rotation basis)*

Paraprofessional Interview Committee Consists of:

1. *WBAA member*
2. *Classroom Teacher (if applicable)*

Clerical Interview Committee Consists of:

1. *WBAA member (rotation basis as per Central)*
2. *Direct Supervisor (i.e. Executive Director and/or Director if applicable)*

Interview committee recommends a minimum of top 2 candidates to the Superintendent of Schools. If there are less than 2 candidates in the selection pool, direction will be provided by the Superintendent of Schools or his designee.

Assistant Superintendent for Human Resources contacts references.

Superintendent & Assistant Superintendent for Human Resources interview finalists.

Superintendent recommends final candidate to the Board of Education

Board of Education accepts/ declines recommendation. Candidates who were not selected are notified by HR.

Administrative Hiring Regulations

WBTA Position

Establish a Need (Central & Building Administration)

HR Determines Criteria for posting:

1. *Certification Requirements*
2. *Educational Requirements*
3. *Previous Experience Requirements*
4. *Skills Requirements*

Recruitment:

Position is posted by HR

Elementary Teaching Position (K-6 Certification Requirement)

Interview committee selects applicants and conducts interviews

Committee Consists of:

1. *Elementary Principals*
2. *JHS Principal*
3. *Central Administrator(s)*
4. *Department Chairperson and/or Director (if applicable)*

District-wide Teaching Position (K – 12 Certification Requirement)

Interview committee selects applicants and conducts interviews

Committee Consists of:

1. *Elementary Principal(s)*
2. *JHS Principal or AP*
3. *HS Principal or AP(s)*
4. *Central Administrator(s)*
5. *Department Chairperson and/or Director (if applicable)*

Secondary Teaching Position (7-12 Certification Requirement)

Interview committee selects applicants and conducts interviews

Committee Consists of:

1. *JHS Principal or AP*
2. *HS Principal or AP(s)*
3. *Central Administrator(s)*
4. *Department Chairperson and/or Director (if applicable)*

Demo Lesson (If possible)

Committee recommends a minimum of top 2 candidates to the Superintendent of Schools

Assistant Superintendent for Human Resources contacts references.

Superintendent & Assistant Superintendent for Human Resources interview finalists.

Superintendent recommends final candidate to the Board of Education

Board of Education accepts/ declines recommendation. Candidates who were not selected are notified by HR.

Administrative Hiring Regulations
Administrative Position

Establish a Need (Board of Education & Central Administration)

HR Determines Criteria for posting:

1. *Certification Requirements*
2. *Educational Requirements*
3. *Previous Experience Requirements*
4. *Skills Requirements*

Recruitment:

Position is posted by HR

Central Office Interview Committee selects applicants.

Central Office, WBAA and WBAA Committees conduct interviews.

Central Office Committee consists of:

1. *Central Office Administrators*
2. *If applicable - additional committee members may be selected by the Superintendent*

WBAA selects WBAA interview advisory committee.

WBTA selects WBTA interview advisory committee.

WBAA and WBTA's Advisory Committee provide the Superintendent with the committee's top 2 candidates.

Assistant Superintendent for Human Resources contacts references.

Superintendent recommends final candidate(s) to the Board of Education.

Board of Education conducts interviews of the finalist(s).

Board of Education accepts/ declines recommendation. Candidates who were not selected are notified by HR.

**STAFF REQUESTS FOR ACCOMMODATIONS
UNDER THE AMERICAN WITH DISABILITIES ACT AS AMENDED (ADAAA)**

NOTE: NYSSBA offers this new policy in order to clarify district responsibilities under the Americans with Disabilities Act as Amended (ADAAA). The original ADA has always required that reasonable accommodations be made by employers for staff who require and request such accommodations in order to perform the essential duties of their job. With the amendments to the ADA, however, the definition of disability was expanded and districts may be seeing increased requests for accommodations. While NYSSBA already offers a policy regarding equal opportunity and nondiscrimination (0100), upon review it became clear that a policy that addresses the process of requesting accommodations may be useful to districts.

This policy is not a required policy, but is offered for the Board's consideration. Also be advised that the policy numbers included in the text below are NYSSBA codification numbers and your district's numbers or titles may differ.

The Board of Education is committed to equal opportunity and nondiscrimination (0100, Equal Opportunity and Nondiscrimination) for staff and students. The Superintendent or his/her designee (Assistant Superintendent for Human Resources) is authorized to provide reasonable accommodations for qualified employees who require such in order to perform the essential functions of their job under the provisions of federal and state law.

Under the law, employees are responsible for notifying the district that an accommodation is needed.

NOTE: Although an employer can suggest that a request for accommodation be made in writing, if an initial verbal request is made, it cannot be ignored.

In order to expedite the process, requests for such accommodations should be made in writing to the Assistant Superintendent for Human Resources and include the following:

- reasonable documentation showing that the employee has a disability as defined by the ADAAA,*
- a statement describing how this disability impacts job performance ability, and*
- a statement of the accommodation the employee is seeking and explanation of how the accommodation will impact or benefit the disability.*

It should be noted that while efforts will be made to comply with specific accommodation requests, some requests may impose an undue hardship on the district. The district will collaborate with the employee to attempt to find a suitable accommodation. The district will respond to requests for accommodation in a timely manner.

If an employee is dissatisfied with the district's response, complaints or grievances related to this matter shall be pursued in accordance with policy 0100, Equal Opportunity and Nondiscrimination.

Cross-ref: 0100, Equal Opportunity and Nondiscrimination

Ref: Americans with Disabilities Act, 42 U.S.C. §12101 *et seq.*
Rehabilitation Act of 1973, 29 USC §§705, 794 *et seq.* (Section 504)
Executive Law §290 *et seq.* (New York State Human Rights Law)

Adoption date:

NYSSBA Sample Policy

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