

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK
REGULAR MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
TUESDAY – OCTOBER 22, 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: October 8, 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:

Elementary Schools Academic Presentation

Mrs. Patricia Acocella, Principal, Forest Avenue School
Mr. Gregg Cunningham, Principal, John F. Kennedy School
Mr. Charles Germano, Principal, Tooker Avenue School
Mrs. Eleanor Levy, Principal, Santapogue School
Mrs. JoAnn Scott, Principal, South Bay School

12. Business Agenda [****Consent Agenda Items**]
 - A. **BOARD OF EDUCATION**
 - ** (R)** Approval of East Islip School District to provide Special Education and Related Services to Parentally Placed West Babylon School District Resident Students during the 2013-2014 School Year (Res. #BE-1)
 - ** (R)** Approval of Mill Neck Services to provide Interpretation Services to West Babylon School District Resident Students during the 2013-2014 School Year (Res. #BE-2)

12. Business Agenda [****Consent Agenda Items**] - Continued
- A. BOARD OF EDUCATION**
- ** (R) Approval of Cleary School for the Deaf to provide Special Education and Related Services to West Babylon School District Resident Students during the 2013-2014 School Year (Res. #BE-3)
 - ** (R) Approval of Consultant to provide Orientation and Mobility Instruction to West Babylon School District Resident Students during the period July 2013 through June 2014 (Res. #BE-4)
 - ** (R) Approval of Long Island Developmental Consulting, Inc. to provide Behavior Intervention Services/Autism Services and Related Services to West Babylon School District Resident Students, with Disabilities, during the 2013-2014 School Year (Res. #BE-5)
 - ** (R) Approval of Out East Therapy of New York to provide Professional Services, as needed/requested, to West Babylon School District Resident Students during the 2013-2014 School Year (Res. #BE-6)
 - ** (R) Approval of Junior High School Yearbook Club for the 2013-2014 School Year (Res. #BE-7)
 - ** (R) Approval of Professional Development Contract with Literacy Success, LLC for the 2013-2014 School Year (Res. #BE-8)
- B. PERSONNEL**
- ** (R) 13-P-8 Professional Personnel
 - ** (R) 13-C-8 Civil Service Personnel (Res. #PE-1)
- C. FINANCE**
- ** (R) Budget Transfers (Res. #FI-1)
 - ** (R) Acceptance of Donation (Res. #FI-2)
- D. FACILITIES**
- ** (R) Declaration of Obsolete Equipment (Res. #FA-1)
13. Policy Review:
- A. Board Review-Special Meetings (Review) (File:2320)
 - B. Board Review-Executive Sessions (Review) (File:2330)
 - C. Board Review-Notice of Meetings (Review) (File:2340)
 - D. Board Review-Notice of Meetings-Administrative Regulations (Review) (File:2340-R)
 - E. Board Review-Rules of Order (Review) (File:2352)
 - F. Board Review-Superintendent of Schools (Review) (File:3100)
 - G. Board Review-Duties of the Superintendent (Review) (File:3120)
 - H. Board Review-Comprehensive Tobacco Policy (Third Time Adoption) (File:1530)
 - I. Board Review-Organization Chart (Second Time Discussion) (File:3220)
 - J. Board Review-Minutes (First Time Reading) (File:2360)
 - K. Board Review-Policy Development, Adoption, Implementation and Review (First Time Reading) (File:2410)
 - L. Board Review-New Board Member Orientation (First Time Reading) (File:2510)

14. Board of Education Committee Reports:

BOCES Community & Family Engagement Practices Workshop

15. Old Business

16. New Business

17. Follow-Up to Residents' Statements

18. Statements of Residents re: other district items [15 minutes-limited to 3 minutes per speaker]*

19. Adjournment [This should take place by 11:00 P.M.]

*Per Board Policy 1230: The Board of Education encourages participation of residents at open Board meetings. The President of the Board shall ask for brief statements from residents and set a time limit (three minutes per resident) on such statements. To allow for public participation, a period not to exceed 15 minutes shall be set aside during the first and last part of each Board meeting. The President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented. The President shall have the right to discontinue any presentation which violates this policy. Residents wishing to speak should identify themselves, their address, any organization they may be representing at the meeting, and the topic they wish to discuss. Statements during the first part of the meeting will relate to agenda items. Statements during the second part of the meeting will relate to other district matters.

Follow-Up to Residents' Unanswered Questions

Date	Residents' Questions	Responses
October 8, 2013	-----	-----
September 24, 2013	-----	-----
September 12, 2013	-----	-----
August 27, 2013	-----	-----
August 13, 2013	-----	-----
July 23, 2013	-----	-----
July 9, 2013	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK
REGULAR MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
TUESDAY – OCTOBER 22, 2013

RESOLUTIONS

BOARD OF EDUCATION

****#BE-1**

RESOLVED: that the West Babylon Board of Education approves the following school district to provide special education and related services to parentally placed West Babylon School District resident students, for the 2013-2014 school year:

East Islip Union Free School District

****#BE-2**

RESOLVED: that the West Babylon Board of Education approves the following school to provide interpretation services to West Babylon School District resident students during the 2013-2014 school year:

Mill Neck Services

****#BE-3**

RESOLVED: that the West Babylon Board of Education approves the following agency to provide special education and related services to West Babylon School District resident students, for the 2013-2014 school year:

Cleary School for the Deaf

****#BE-4**

RESOLVED: that the West Babylon Board of Education approves the following consultant to provide orientation and mobility instruction to West Babylon School District resident students, for the period July 2013 through June 2014, at a rate of \$300 per session:

Ms. Veronica Gilligan

****#BE-5**

RESOLVED: that the West Babylon Board of Education approves the following agency to provide District Behavior Intervention Services/Autism Services and related services to West Babylon School District resident students, with disabilities, for the 2013-2014 school year:

Long Island Developmental Consulting, Inc.

****#BE-6**

RESOLVED: that the West Babylon Board of Education approves the following agency to provide licensed therapists, registered nurses, and/or licensed practical nurses, on an as needed and as requested basis to West Babylon School District resident students, for the 2013-2014 school year:

Out East Therapy of New York

****#BE-7**

RESOLVED: that the Junior High School Yearbook Club is approved for the 2013-2014 school year:

Faculty Co-Advisors: Greg Hartranft and Joanne Thorschmidt
President: Natalie McIntosh
Treasurer: Krista Agostinello

****#BE-8**

RESOLVED: that the West Babylon Board of Education approves the signing of the Professional Development Contract, for the 2013-2014 school year, between the West Babylon Union Free School District and Literacy Success, LLC.

PERSONNEL

**#PE-1

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

<u>13-P-8</u>	Professional Personnel
<u>13-C-8</u>	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 & TRANSFER EXPLANATION</i>	<i>FROM</i>	<i>TO</i>
A2110.1310	Salary Adjustments & New Hires	\$132,381.00	
A2110.1300	Teachers' Salaries 7-12		\$86,998.00
A2110.1200	Teachers' Salaries K-6		\$13,189.00
A2250.1500	Special Education Salaries		\$15,012.00
A2820.1500	Psychologists Salaries		\$17,182.00
	Professional Personnel 2013/2014 Salary Adjustments		

****#FI-2**

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$422.03, from Target's "Take Charge of Education" program. The donation will be deposited into Santapogue Elementary School's Trust and Agency account.

FACILITIES

***FA-1

RESOLVED: that the West Babylon Board of Education declares the following equipment, located at the Junior High School, obsolete:

32 Graphing Calculators

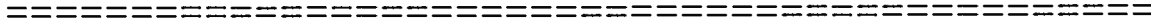
The calculators are damaged and no longer functioning.

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - OCTOBER 22, 2013

PERSONNEL

(R) Schedules: 13-P-8 Professional Personnel
 13-C-8 Civil Service Personnel



PROFESSIONAL PERSONNEL SCHEDULE

I. Professional Personnel Schedule 13-P-8

- A. Family Medical Leaves
- B. Part-Time Appointment
- C. S.A.T. Proctors
- D. 2013-2014 Salary Adjustments
- E. 2013-2014 CSE Stipends
- F. 2013-2014 Intramural Advisors
- G. Winter 2013-2014, Volunteer Coach
- H. 2013-2014 Student Teacher/Observer
- I. Per Diem Substitutes

CIVIL SERVICE PERSONNEL SCHEDULE

II. Civil Service Schedule 13-C-8

- A. Family Medical Leave
- B. Probationary Appt.
- C. Per Diem Substitutes

SCHEDULE 13-P-8 Professional Personnel Schedule
 Date of Meeting: October 22, 2013
 Page 1 of 5 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
McMahon, Jessica	Elementary Tchr.	FA		5/24/13 -	Family Medical Leave
Goodwin, Deborah	Special Education Tchr.	HS		10/1/13 -	Family Medical Leave
<u>Additional Sections:</u>					
Butler, Kenneth	Music (.1)	JH	\$11,809.70 (prorate)	9/1/13-10/23/13	
Gimberlein, Nicholas	Music (.1)	JH	\$10,042.60 (prorate)	9/1/13-10/23/13	
Heaton, Bryan	PT/Music Tchr. (.4)	JH/JK	Step A-9-8/ \$87,116. (prorate @ 40%)	10/24/13-6/30/13	From PEL [repl. K. Butler & N. Gimberlein]
<u>S.A.T. Proctors:</u>			\$22.30/hr.	10/5/13	
Simone, Linda					4.5 hrs.
Amaya-Valasquez, Idalia					6 hrs.
Borgo, Danielle					6 hrs.
Carson, Jeffrey					6 hrs.
Fealey, Miranda					6 hrs.
Goodwin, Deborah					6 hrs.
Iaquinto, Christine					6 hrs.
McArdle, Patrick					6 hrs.
Mucaria, Donna					6 hrs.
Romeo, Marta					6 hrs.
Ruiz, Lawrence					6 hrs.
Tichy, Audrey					6 hrs.
Weis, Danielle					6 hrs.
Montalvo, Andrea					9 hrs.
Montalvo, Christina	Test Supervisor				9 hrs.

SCHEDULE 13-P-8 Professional Personnel Schedule

Date of Meeting: October 22, 2013

Page 2 of 5 pages.

Salary Adjustments:

Retroactive 9/1/13:

NAME	From	Salary	To	Salary
Ackermann, Dana	A3-5	\$62,916	A9-5	\$79,130
Bellino, Charles	A1-4 (.7)	\$54,930	A8-4 (.7)	\$73,806 prorate @ 70%
Brophy, Leslie	A1-1 (.4)	\$48,396	A3-1 (.4)	\$52,752 prorate @ 40%
Ceccarelli, Christina	A3-2	\$55,656	A5-2 (.5)	\$60,496 prorate @ 50%
Cohen, Lauren	A5-5	\$67,756	A6-5	\$70,781
Colonna, Mary	A7-10	\$86,027	A8-10	\$89,778
Connors, Lucia	A6-12	\$88,568	A7-12	\$91,109
Duncan, Justine	A5-1	\$58,076	A9-1	\$68,482
Fealey, Miranda	A6-10	\$83,486	A7-10	\$86,027
Fitzgerald, Allyson	A7-8	\$80,945	A8-8	\$84,454
Hearns, Gabrielle	A6-6	\$73,322	A7-6	\$75,863
Jensen, Robin	A6-8	\$78,404	A7-8	\$81,792
Jonasson, Christopher	A7-5	\$73,322	A8-5	\$76,468
LaRosa, Nicole	A1-1 (.4)	\$48,396	A3-1 (.4)	\$52,752 prorate @ 40%
Lemmo, Jaime	A8-6	\$79,130	A9-6	\$82,405
Lewis, Jaclyn	A5-1	\$58,076	A6-1	\$60,617
Ludwig, Cristina	A8-9	\$87,116	A9-9	\$89,778
McManus, Leila	A1-1	\$48,396	A5-1	\$55,656
Perillo, Anthony	A8-20	\$110,485	A9-20	\$113,146
Powers, Daniel	A5-1 (.2)	\$58,076	A7-1 (.2)	\$63,158 prorate @ 20%
Quinn, Melissa	A7-11	\$88,568	A9-11	\$95,102
Rosen, Jennifer	A8-7	\$81,792	A9-7	\$84,454
Russo, Alyson	A8-8	\$84,454	A9-8	\$87,116
Sabshon, Eileen	A7-13	\$93,650	A9-13	\$100,426
Tarasov, Lyubov	A7-2 (.8)	\$65,699	A8-2 (.8)	\$68,482 prorate @ 80%
Thiel, Elizabeth	A8-11	\$92,440	A9-11	\$95,102
Tichy, Audrey	A7-12	\$91,109	A8-12	\$95,102
		Total Adjustments:		\$135,043

SCHEDULE 13-P-8 Professional Personnel Schedule

Date of Meeting: October 22, 2013

Page 3 of 5 pages.

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

Thiel, Elizabeth	Chairperson CSE	DW	\$2,007.	2013-2014	[stipend]
Leonbruno, Thomas	Chairperson CSE	DW	\$2,007.	2013-2014	[stipend]

Alternative Evening High School:

Losito, Christopher	Asst. Director		\$5,900. (prorate)	9/1/13-10/8/13	[date change]
---------------------	----------------	--	-----------------------	----------------	---------------

Intramural Advisors:

			\$28./hr.	2013-2014	
--	--	--	-----------	-----------	--

Christie, Diane	FA				
Raimondi, Theresa	"				
Rayola, Michael	"				
Riviezzo, Francis	"				

Joseph, Melissa	JK				
Koentje, Nicholas	"				

Durkin, Kelly	SA				
Morris, Megan	"				
Fitzgerald, Jeanne	"				

Castelli, Erin	SB				
Langella, Ronald	"				
Russo, Michael	"				

Bellacosa, Michael	TA				
Howard, Louis	"				

Hartranft, Greg	JH				
Needham, Theresa	"				
Pinola, Jonathan	"				
Richert, Danielle	"				
Ward, Brian	"				
White, Nicole	"				

Axelson, Gregory	HS				
McArdle, Patrick	"				
Meadows, Dana	"				
Orsi, Joan	"				
Powers, Brian	"				
Torres, Nicole	"				

SCHEDULE 13-P-8 Professional Personnel Schedule

Date of Meeting: October 22, 2013

Page 4 of 5 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Volunteer Coach:					
Whalen, Kerri	Swimming (B)		-\$0.-	Winter, 2013-2014	
Student Teacher/Observer:					
Castrogiovanni, Joseph	English	JH		Fall, 2013	
Per Diem Substitutes:					
Fischer, Ian		DW	\$90./day	2013-2014	[cert: 7-12 Social Studies]
Osborn, Cathleen					[certs: Literacy, EC B-2, Ch. Ed. 1-6]
Glass, Laura					[cert: speech & language disabilities]
Glass, Laura		TA/SB	\$279.77/day	2013-2014	[speech 5+ days]

SCHEDULE 13-C-8 Civil Service Personnel Schedule

Date of Meeting: October 22, 2013

Page 5 of 5 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Peters, Alice	Senior Clerk Typist	HS		10/23/13 -	Family Medical Leave
Kelley, Deborah	Food Service Wrkr. 'B'	HS	Step 1/ \$11.49/hr.	10/23/13	Probationary Appt.
Per Diem Substitutes:		DW	\$9./hr.	2013-2014	
Amiruddin, Diane					Paraprofessional
Celentano, Daniel					"
Meyn, Christina					"
Orkwis, Barbara					Clerical/Paraprofessional
Arsenicos, Antoinette					"
Colligan, Christine					"
Cuiffa, Doreen					"
*DeMartino, Francine					"
*DiMaio, Jeannine					"
Haley, Kelly					"

*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - OCTOBER 22, 2013

POLICY

- A. Board Review-Special Meetings (Review) (File:2320)
- B. Board Review-Executive Sessions (Review) (File:2330)
- C. Board Review-Notice of Meetings (Review) (File:2340)
- D. Board Review-Notice of Meetings-Administrative Regulations (Review) (File:2340-R)
- E. Board Review-Rules of Order (Review) (File:2352)
- F. Board Review-Superintendent of Schools (Review) (File:3100)
- G. Board Review-Duties of the Superintendent (Review) (File:3120)
- H. Board Review-Comprehensive Tobacco Policy (Third Time Adoption) (File:1530)
- I. Board Review-Organization Chart (Second Time Discussion) (File:3220)
- J. Board Review-Minutes (First Time Reading) (File:2360)
- K. Board Review-Policy Development, Adoption, Implementation and Review
(First Time Reading) (File:2410)
- L. Board Review-New Board Member Orientation (First Time Reading) (File:2510)

Special Meetings

2320

A special meeting is a Board of Education meeting other than the annual meeting and the regular meetings of the Board. They are usually called for urgent or emergency purposes or as agreed upon at previous regular or special meetings.

Such meetings may be called by a majority vote of the Board. A special meeting of the Board must also be called as requested by a member of the Board, making such a request to the President of the Board.

Such meeting requires a notice of 24 hours to all Board members.

If, in an emergency, a special meeting is held before the 24-hour notice can be given, each member may be asked to sign a waiver of notice. A statement regarding the time of notice and signature of such forms shall be entered in the minutes.

Legal References:

Education Law § 1606,
Open Meetings Law, Public Officers' Law §100 et. seq.

Replaces in whole or in part former policy BDB

Adopted: 12/08/2009

EXECUTIVE SESSIONS

The Board of Education may hold executive sessions at which only the members of the Board or persons invited by the Board shall be present. However, the executive session is only available for the purpose of discussion, and except as the law allows, formal action must be taken in an open session.

Executive sessions can be requested by any member of the Board or the Superintendent of Schools.

A Board member must make a motion during an open meeting to convene in executive session. Upon a majority vote of its members, the Board may convene in executive session at a place which the Board President or said members may designate within the district to discuss the subjects enumerated below. Matters which may be considered in executive session are:

1. matters which will imperil the public safety if disclosed;
2. any matter which may disclose the identity of a law enforcement agent or informer;
3. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
4. discussions regarding proposed, pending or current litigation;
5. collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law);
6. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
7. the preparation, grading or administration of examinations; and
8. the proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities, but only when publicity would substantially affect the value thereof.

A Board may not take action in executive session except to vote on disciplinary charges against a tenured teacher.

Minutes shall be taken at executive sessions of any action that is taken by a formal vote and should consist of a record or summary of the final determination of such action and the date and vote thereon, provided, however, that such summary shall not include any matter which is not required to be made public by the Freedom of Information Law. Minutes taken shall be available to the public within one week from the date of the executive session.

Ref: Education Law §1708 (3)
 Public Officers Law §§100 et seq.
 Application of Nett and Raby, 45 EDR 259 (2005)
 Formal Opinion of Counsel No. 239, 16 EDR 457 (1976)

Adopted: 12/08/2009

Replaces in whole or in part former policy BDC

NOTICE OF MEETINGS

For all regular and scheduled special meetings of the Board of Education, the District Clerk shall give adequate notice to all members and to the community.

If a meeting is scheduled at least a week in advance, notice will be given to the public and news media at least 72 hours prior to the meeting. A special meeting may be called upon 24-hour notice to Board members.

When a meeting is scheduled less than a week in advance the Board shall provide public notice to the extent practicable. Said notice shall be conspicuously posted in one or more designated public locations.

Ref: Open Meetings Law, Public Officers Law §§100 et seq.
Education Law §§1606; 1708; 2504; 2563

Adopted: 12/08/2009

NOTICE OF MEETINGS (Administrative Regulations)

Notice of Special or Emergency Board of Education meetings will be e-mailed to all agenda recipients, posted on the district's website and posted in each school building.

Ref: Open Meetings Law, Public Officers Law §§100 et seq.
Education Law §§1606; 1708; 2504; 2563

Promulgated: 12/8/09

Rules of Order

2352

Robert's Rules of Order, Revised shall guide the Board of Education in determining questions on procedures unless there is a statutory requirement or specific provision of Board policy to the contrary.

Replaces in whole or in part former policy BDDE

Adopted: 12/08/2009

"RIGHT OF ABSTENTION. Although it is the duty of every member who has an opinion on a question to express it by his vote, he can abstain, since he cannot be compelled to vote. By the same token, when an office or position is to be filled by a number of members, as in the case of a committee, or positions on a board, a member may partially abstain by voting for less than all of those for whom he is entitled to vote." RONR, p. 394

SUPERINTENDENT OF SCHOOLS

The Board of Education shall by a majority vote appoint a Superintendent of Schools. This contract shall be reviewed in accordance with the provisions agreed upon by the parties and made part of the contract. The Superintendent shall serve as the chief executive officer of the Board and as such shall carry out the policies established by the Board.

The Superintendent is the executive officer for the Board of Education and the unitary leader of the school district. In harmony with the policies of the Board, the Laws of New York State, and the Commissioner's Regulations, the Superintendent has executive authority over the school system and the sole responsibility for its effective functioning.

The Superintendent attends all meetings of the Board and participates in all of its deliberations. The Superintendent advises the Board in policy development and general planning and assumes initiative in presenting associated issues to the Board for consideration.

The Superintendent provides data and information to the Board concerning progress and problems of the district. The Board depends upon the Superintendent for educational leadership and professional counsel in its deliberations.

The Superintendent shall be accountable at all times to the Board.

Ref: Education Law §§1604; 1711; 2507; 2508; 2565; 3003(4)

Adopted: 12/08/2009

DUTIES OF THE SUPERINTENDENT

The Superintendent of Schools, as chief executive officer of the Board of Education, will have the following specific powers and duties:

Relationship with the Board

1. to serve as the executive officer for the Board and be charged with the responsibility for implementing the policies of the Board. He/She shall work with the Board President in planning the agenda for each meeting, shall attend all meetings and participate in all regular and special meetings of the Board;
2. to develop a harmonious and close working relationship with the Board. He/She shall treat all Board members impartially and alike, refraining from criticism of individual or group members of the Board. He/She shall go to the Board when serious differences of opinion arise in an earnest effort to resolve such differences immediately;
3. to serve as a resource person and advisor to the Board. He/She shall keep the Board informed on issues, needs, and operation of the school system. He/She shall offer advice to the Board, based on thorough study and analysis, on items requiring Board action;
4. to provide a continuous appraisal of all school policies originating with the Board. He/She shall advise the Board on the need for new and/or revised policies and suggest draft policies to satisfy those needs;

Educational Direction and Leadership

5. to develop administrative principles and procedures for implementing Board policy. He/She shall ensure the enforcement of all provisions of law, rules and regulations, and Board policy relating to the management of the schools and other educational, social and recreational activities. He/She shall interpret for the staff all Board policies and applicable laws, rules and regulations;
6. to understand and keep informed on all aspects of the instructional program at all levels. He/She shall have responsibility for the supervision of instruction and shall bring to the school, in a leadership capacity, the best in educational thought and practice. He/She shall, on a continuing basis, review and update the educational program of the school, and keep the Board informed of all changes in curriculum;
7. to recommend to the Board for its adoption all courses of study, curriculum guides and textbooks to be used in the schools;
8. to encourage a positive approach to student behavior and discipline;

Personnel

9. to develop and implement sound personnel practices, consistent with law, Board policy and collective bargaining agreements, including recruitment, hiring, assignment, supervision, evaluation, promotion, and discipline of all personnel. He/She shall develop procedures for the selection of staff members. He/She shall establish standards for teacher selection, and shall provide a framework for continuing in-service training of all professional staff members;

10. to recruit qualified professional, civil service, and non-certified personnel. He/She may authorize the payment of part or all of the expenses of candidates for teaching positions if the candidates are asked to come to the district for visits or interviews;
11. to nominate employees for appointment, promotion, transfer or dismissal in accordance with the policies of the Board and the procedures outlined by the law. He/She shall make recommendations to the Board regarding salary and tenure of all employees. He/She may temporarily suspend any employee for cause and shall promptly report such suspension to the members of the Board. Unless otherwise determined by the Board, he/she is authorized to reemploy all employees upon the adoption by the Board of the budget for the following year;
12. to supervise and evaluate all staff members. He/She shall work for good morale and be impartial, firm and fair in dealing with staff;
13. to encourage in-service education and the professional growth of staff through conferences, workshops, group discussions, committee/individual studies and use of consultants;
14. to advise the Board, in conjunction with the Board-designated negotiator(s), in all collective bargaining matters;

Financial Management

15. to prepare and present to the Board a preliminary annual budget in accordance with a schedule established with the Board. He/She is responsible for ensuring that the budget, as adopted by the Board and approved at the annual meeting, is properly administered. He/She shall ensure that regular reports are made to the Board on the status of the budget;
16. to establish efficient procedures to maximize income, safeguard investments and provide effective controls for all expenditures of school funds in accordance with the adopted budget. He/She shall ensure that all necessary bookkeeping and accounting records are maintained by the district;

Facilities Management

17. to supervise operations, maintenance, alterations and repair to buildings and grounds, insisting on competent and efficient performance;
18. to evaluate plant needs and recommend to the Board improvements, alterations and changes in the buildings and equipment of the district;

Community Relations

19. to supervise the public relations activities of the district. He/She shall keep the public informed about the policies, practices, and problems in the district's schools, and provide leadership in changing attitudes and practices for the future. He/She shall develop friendly and cooperative relationships with the news media;
20. to establish and maintain an effective working relationship with all segments of the community: parent-teacher organizations, local and state government, other school systems, institutions, agencies, civic organizations, and the general public. He/She shall solicit and give attention to problems and opinions of all groups and individuals;

Personal Qualities and Growth

21. to demonstrate outstanding qualities of leadership with ability to delegate authority and responsibility effectively and to hold subordinates accountable;

22. to exhibit good judgment, common sense and perception;
23. to exhibit the ability to face controversy, remain true to convictions and to live with a high-pressure job;
24. to speak well before large and small groups, expressing ideas in a logical and forthright manner;
25. to maintain professional development by reading and course work, attending conferences, working on professional committees, visiting other districts, and meeting with other Superintendents;

Management Functions

26. to coordinate and manage the district so that the school organization operates smoothly and efficiently. He/She must be able to coordinate the processes essential to achieving a smooth operation in all areas of the school district organization:
 - Planning: determining needs, objectives and goals;
 - Organization: assigning roles, responsibilities and establishing lines of communication;
 - Control: ensuring that progress is being made toward priorities, disciplining, making necessary staff reallocations and changes and evaluations;
 - Decision-making: data-collecting, analyzing data and choosing appropriately from a variety of decision-making techniques;
 - Problem-solving: sensitivity to problems, formulating problem statements, and using a variety of problem solving techniques;
 - Communication: giving and receiving information effectively both orally and in writing, facilitating the exchange of information, views and opinions; and
27. to perform such other duties as the majority of the Board may determine.
28. carry out responsibilities as expanded or limited in the Superintendent of Schools contract.

Ref: Education Law §§1604(8); 1711; 1804

Replaces in whole or in part former policy CBA

Adopted: 12/08/2009

COMPREHENSIVE TOBACCO POLICY

1530

Tobacco related illness and addiction are preventable. The West Babylon Board of Education and its staff recognize the need to educate our students about the dangers associated with the use of tobacco in any form. The Board of Education further recognizes the importance of prohibiting the use of all forms of tobacco on school property. This policy was developed in support of the district's commitment to the prevention of tobacco use.

Philosophy:

The West Babylon School District will use the following principles as guides for the development of its tobacco prevention efforts and for any disciplinary measures related to tobacco use:

- regular use of tobacco is ultimately harmful to every user's health, directly causing cancer, respiratory and cardiovascular diseases, adverse pregnancy outcomes, and premature death
- second-hand smoke is a threat to the personal health of everyone;
- nicotine is a powerfully addictive substance;
- tobacco use most often begins during childhood or adolescence;
- use of tobacco interferes with students' attendance;
- effective tobacco prevention education works;
- on school property, adults, including Trustees, administrators and all school staff, will model the behavior asked of students;
- the District along with all parents, students, staff and the community as a whole will assume a leadership role in tobacco education and prevention;
- promoting a tobacco free school will create a healthier generation

To achieve these ends, the District shall implement a comprehensive plan to prevent tobacco use consistent with No Child Left Behind and the Principles of Effectiveness. This includes:

- establishment of an environment free of tobacco use;
- tobacco use prevention education;
- support of tobacco use cessation;
- positive alternatives to tobacco use such as recreational and extra-curricular activities and sports;
- cooperation with community-wide efforts to prevent tobacco use; and as a basis for providing a consistent message to district youth

Education:

The District will maintain a sequential K-12 educational program designed to promote student adoption of healthy behaviors and prevention of tobacco. The educational program will help students develop a positive self-concept and appropriate life skills to resist the use of tobacco and to promote healthy lifestyles. Students will be provided with information about the relationship of tobacco use to other health compromising behaviors such as eating disorders.

Definitions:

The following definitions are adopted for the purpose of implementing this policy:

Tobacco:

Any cigarette (*including e-cigarettes*), cigar, pipe, bidi, clove cigarette, or any other smoking product; as well as spit tobacco, also known as smokeless, dip, chew, and snuff, or any other spit tobacco product in any form.

School Property:

Any building structure or vehicle owned, leased, or contracted by the West Babylon School District as well as athletic grounds, parking lots, or any other outdoor property owned, leased, or contracted by the West Babylon School District.

In an effort to maintain a tobacco use free environment the District prohibits:

Tobacco Use:

No person is permitted to use tobacco in any manner, at any time, including non-school hours, on school property or at any school-sponsored event or activity off campus. No student is permitted to possess tobacco on school property, grounds, or at school-sponsored event or activity off campus.

Tobacco Distribution:

Distribution or sale of tobacco, including any smoking device is prohibited on school property, and at any school-sponsored event or activity off campus.

Tobacco Promotion:

Tobacco advertising is prohibited on school property, at any school-sponsored event or activity off campus, and in all school-sponsored publications. The school will request tobacco-free editions of all publications in school libraries. Students are prohibited from wearing or having in their possession tobacco promotional items, including clothing, bags, lighters, and other personal articles on school property, grounds, or at any school-sponsored event or activity off campus. School acceptance of gifts, funding, or parent/classroom educational materials from the tobacco industry are prohibited (prevention/anti-tobacco materials may be exempted at the discretion of the Superintendent).

Tobacco Cessation:

Referrals and access to community resources and programs to help students and staff overcome tobacco addiction shall be provided. School counselors, health services, or community agencies are encouraged to establish voluntary tobacco-use cessation programs at school.

Notice

Signs communicating this policy shall be prominently posted and properly maintained where tobacco use and smoking are regulated by this policy, including all building entrances, grounds, and vehicles, buses and security cars. Signs shall include "No Smoking" or the international "No Smoking" symbol, which consists of a pictorial representation of a burning cigarette enclosed in a circle with a bar across it.

The West Babylon School District shall also notify students, parents/guardians, staff, contractors and other school visitors annually of the tobacco-free policy in written materials, which may include handbooks, manuals, contracts, newspapers, and newsletters.

Enforcement

Enforcement of this policy shall be equitable and consistent, in accordance with the Tobacco-Free School Policy Enforcement Procedures, student code of conduct, and employee personnel policies.

Student violations of this policy will lead to disciplinary action up to and including suspension from school. Discipline for all students will be consistent with the West Babylon Code of Conduct. Additionally, students will be referred to a guidance counselor, healthcare provider, substance abuse counselor or cessation programs. Student participation in a tobacco cessation program and/or tobacco education class may be allowed as an

alternative to discipline. Parents will be notified of violations involving their child and subsequent action taken by the school. The Suffolk County health department may be notified of tobacco use infractions.

Employee violations of this policy will lead to disciplinary action in accordance with personnel policies and may include verbal warning and/or written reprimand.

Violations by others will result in appropriate sanctions as determined and imposed by the Superintendent or Board.

Any person suspected of selling, distributing or in any way dispensing tobacco products to students shall be referred to a law enforcement agency.

Administrative Rules:

The superintendent may develop administrative regulations as necessary to implement this policy, including provisions for notification of the school's policy; disciplinary consequences; and procedures for filing and handling complaints about violations of the school's policy.

The superintendent shall ensure that the school's tobacco-use prevention program; policies, curricula, training and cessation programs are evaluated at regular intervals. The input of students, staff, parents and others from the community will be encouraged.

Legal References:

NYS Education Law, Article 9, Section 409. School building regulations in relation to health and safety.

NYS Education Law, Article 17, Section 804. Health education regarding alcohol, drugs, tobacco abuse and the prevention and detection of certain cancers.

NYS Department of Education, Commissioner's Regulations, Subchapter G, Part 135. Health, Physical Education and Recreation

NYS Public Health Law, Article 13-E, Section 1399. Regulation of smoking in certain public areas (Clean Indoor Air Act)

U.S. Department of Education –No Child Left Behind, Title IV C, Sections 4301-4303, Part A. Safe and Drug-Free Schools and Communities

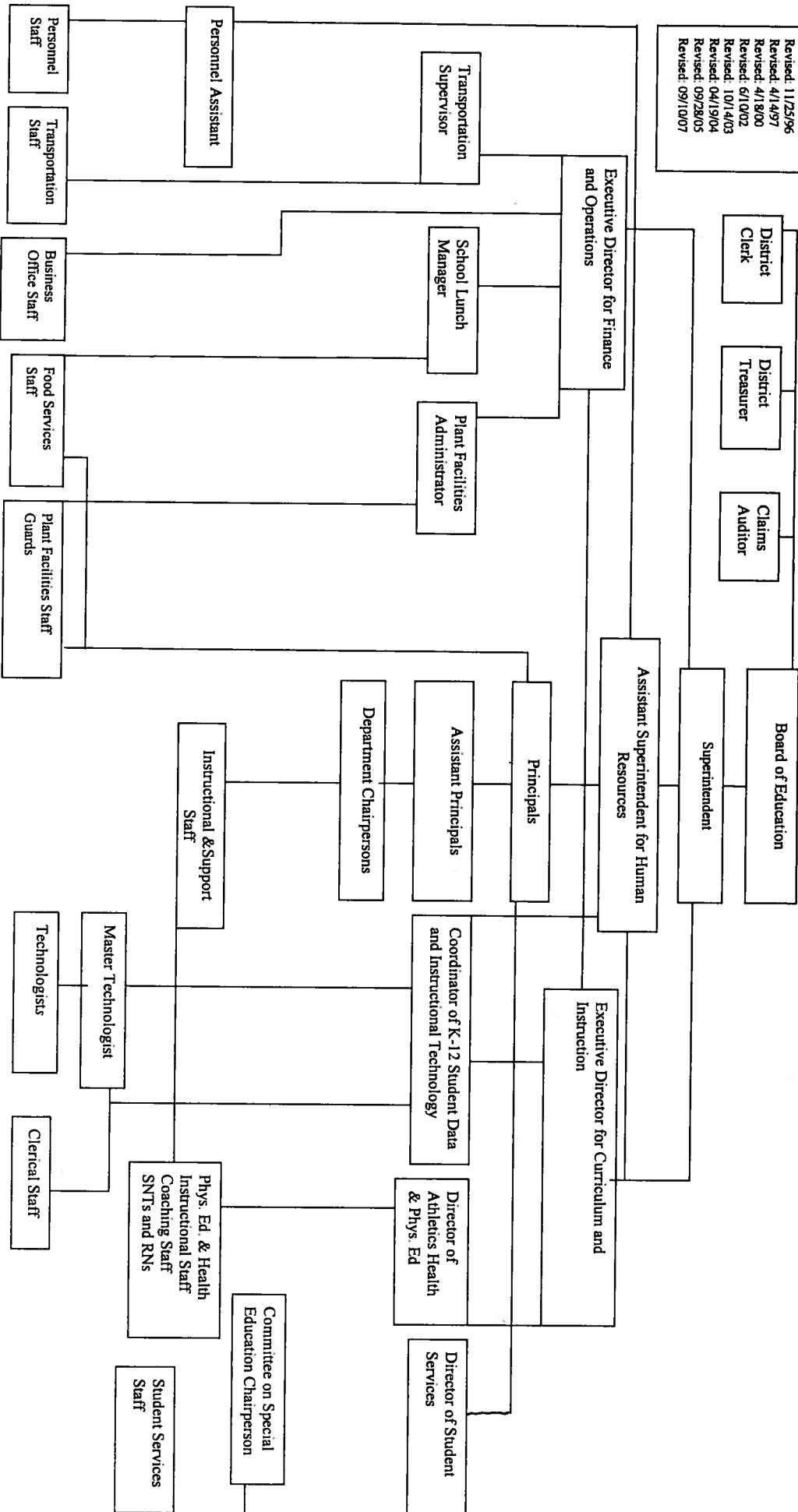
Adopted: 12/08/2009

DRAFT

WEST BABYLON SCHOOLS ORGANIZATION CHART 2013

Second Time Discussion 10/22/13
 FILE: 3220

Adopted: 2/22/93
 Revised: 9/14/93
 Revised: 6/1/096
 Revised: 10/15/96
 Revised: 11/25/96
 Revised: 4/14/97
 Revised: 4/18/00
 Revised: 6/1/002
 Revised: 10/14/03
 Revised: 04/19/04
 Revised: 09/28/05
 Revised: 09/10/07



MINUTES

2360

The Board of Education believes that open and accurate communication regarding its internal operations enhances the district's public relations program and provides a record of the district's progress towards its annual goals. Therefore, the Board will maintain a complete and accurate set of minutes of each meeting, in accordance with law.

The minutes of all official meetings of the Board shall be recorded and transcribed by the District Clerk and shall be maintained in her/his custody. Copies of the minutes are to be sent to each Board member together with a notice of time and place of the next regular meeting. [Copies of] Approved minutes shall be *available on the district's website* [sent to PTA presidents and] *and provided upon request, or as otherwise directed by the Superintendent of Schools.*

The contents of the Board minutes shall include all motions, proposals, resolutions, Board business and a summary of the Superintendent's Report, and any statement by members of the public.

The minutes shall clearly indicate any item which has been tabled for further action, along with the date on which action shall be resumed.

Printed copies of the minutes of every official meeting of the Board shall be made available, upon written request, within two weeks after the meeting. Printed minutes of executive sessions must be made available to the public within one week after the date of the executive session, if such minutes were taken. Minutes need only be kept of executive sessions where official actions took place. The Board may designate minutes as "draft" or "tentative" pending their final approval by the Board.

If a Board member is not present at the opening of a meeting, the subsequent arrival time of such member shall be indicated in the minutes.

Ref: Open Meetings Law, Public Officers Law §§100 et seq.
Freedom of Information Law, Public Officers Law §§84 et seq.
Education Law §2121

Replaces in whole or in part former policy BDDG

Adopted: 12/08/2009

POLICY DEVELOPMENT, ADOPTION, IMPLEMENTATION AND REVIEW

The Board of Education is responsible for adopting and assessing the effectiveness of the written policies by which the district is governed. The Board recognizes that written policies are essential to district governance in that they:

- Govern effectively and efficiently across time, situations, and individuals.
- Provide the foundation and guidance for administrative action.
- Publicize the federal, state, and local rules that govern the district.
- Help to evaluate progress by including measurable outcomes.

Development

The Board is committed to developing written policies which:

- Clearly define the district's goals and objectives and reflect the Board's vision.
- Define roles and responsibilities and identify who is responsible for what.
- Provide the Superintendent and district staff with clear guidance regarding expected district administration.
- Allow for flexibility that is needed for day-to-day operations.
- Include measurable outcomes.

Any member of the Board, district staff, students, parents, district taxpayers or other member of the public may identify policy issues. Such issues shall be identified to the Superintendent of Schools. The Superintendent shall be responsible for submitting policy issues to the Board for consideration and for keeping a record of all policy initiatives submitted to the Board.

Before acting on any proposed policy, the Board will assemble the relevant facts, receive recommendations from individuals and groups who will be affected by the policy, and discuss, debate and decide on the substance of the policy in open meeting. The Superintendent shall be responsible for identifying the individuals and groups who will be affected by the policy.

The Superintendent shall be responsible for preparing a written draft of all proposed policies. When reviewing the contents of a proposed policy, the Board will consider whether the proposed policy:

- Is within the scope of the Board's authority.
- Is consistent with state and federal law and the state and federal Constitutions.
- Supports the district's goals and objectives.
- Reflects good practice (e.g., educational, personnel, business, etc.).
- Is reasonable and not arbitrary or discriminatory.
- Adequately covers the subject.
- Is consistent with the Board's existing policies.
- Can be administered in a practical, cost effective manner.

Proposed new policies or suggested amendments should be presented as agenda items at regularly scheduled Board meetings in an established sequence that permits time for study, provides an opportunity for interested parties to react, and ensures an orderly and deliberate process. The three reading process of policy adoption is as follows:

- First Reading - Study and Information
- Second Reading - Discussion
- Third Reading - Action Item

Any action to adopt, amend, or rescind a policy statement requires a majority vote. Except for those policy actions which must be taken on emergency measures, adoption of Board policies should follow the established sequence.

Implementation

The Superintendent shall be responsible for implementing all policies adopted by the Board. This responsibility shall include: promulgating any necessary administrative regulations, ensuring that the policy is included in the board policy manual, and publicizing the policy as necessary to ensure that persons affected by the policy are aware of it.

The board policy manual shall be kept in the district office and made available to the public upon request. A copy of the board policy manual shall also be kept [in each school building library, the West Babylon Public Library and] on the district website

Review

The Superintendent shall be responsible for informing the Board of any policies that are out-of-date or in need of revision. In addition, the Board Policy Committee will review the policy manual periodically, e.g., once every two years basis and will make recommendations to the full board regarding updates as necessary to ensure that the policies are consistent with board goals and district practices.

Ref: Education Law §1604, 1709, 1804 (powers and duties of board of education)

Replaces in whole or in part former policies BF, BFA, BFC, BFD, and BFG

Adopted: 12/08/2009

NEW BOARD MEMBER ORIENTATION**2510**

The Board of Education and the administrative staff shall assist each new Board member-elect to become familiar with and to understand the Board's functions, policies and procedures, and the school district's operation before taking office. A variety of methods will be employed to orient new Board members-elect to their role.

1. Letter of Welcome – Invitation. The District Clerk shall send a letter of welcome to each Board member-elect. The letter shall include an invitation to the member-elect to attend Board meetings as a visitor. At the discretion of the Board, the member-elect shall be invited to attend executive sessions, also as a visitor.
2. Reports and Materials. Board members-elect shall be given selected materials covering the function of the Board and the school district, including [(a) policy manual,] (a) copies of key reports prepared during the previous year by school Board committees and/or the administration, (b) access to minutes of Board meetings of the previous year, (c) latest financial report of the district, and (d) any other materials which may be deemed helpful and informative.
3. Information for New Member. Each Board member-elect shall be invited to meet with the Superintendent of Schools and other administrative personnel to discuss the services that they perform for the school Board and the school district.
4. Tour of Plant. A complete and detailed tour of the various school plants with the administration and Board members may be conducted.
5. Conference Attendance. The new member-elect [shall be] *is required to attend NYSSBA's New Board Member Academy and Fiscal Oversight Workshop (either in person or online) and is encouraged to attend the New York State School Boards Association's [workshop for New School Board Members], conferences, conventions, workshops, and meetings related to public education.*

Adopted: 12/08/2009

Replaces in whole or in part former policies BHA and BHA-R