

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK
REGULAR MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
TUESDAY – FEBRUARY 26, 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: February 12, 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
12. Business Agenda [****Consent Agenda Items**]

A. BOARD OF EDUCATION

- ** (R) Approval of Half Hollow Hills Central School District to provide Health Services to West Babylon School District Resident Students for the 2012-2013 School Year (Res. #BE-1)
- ** (R) Authorization for Board President to sign an Amendment to the Memorandum of Agreement between the West Babylon Union Free School District and the West Babylon Teachers Association (Res. #BE-2)

B. PERSONNEL

- ** (R) 12-P-14 Professional Personnel
- ** (R) 12-C-14 Civil Service Personnel (Res. #PE-1)

C. FINANCE

- ** (R) Approval of Ulster County Board of Cooperative Educational Services Bid #13-24 with CDW Government LLC for the Purchase of Chromebooks and Chromeboxes (Res. #FI-1)

D. FACILITIES

** (R) Declaration of Obsolete Equipment (Res. #FA-1)

13. Policy Review:
 - A. Board Review-Public Use of School Facilities (Second Time Discussion) (File:1500)
 - B. Board Review-Student Health Services (Second Time Discussion) (File:5420)
14. Board of Education Committee Reports
15. Old Business
16. New Business: **Presentation of 2013-2014 Budget Draft**
Mr. Anthony Cacciola, Superintendent
Mrs. Jennifer Buscemi, Executive Director for Finance & Operations
17. Follow-Up to Residents' Statements
18. Statements of Residents re: other district items [15 minutes-limited to 3 minutes per speaker]*
19. Adjournment [This should take place by 11:00 P.M.]

Please Note:

◆ **2013-2014 BOCES Budget Vote and BOCES Board Trustees Election:**
April 23, 2013 -- 8:00 P.M. -- Administration Building

◆ **2013-2014 West Babylon School District Budget:**

Budget Hearing -- May 7, 2013 -- 7:30 P.M. -- Administration Building

District Budget Vote and Trustees Election -- May 21, 2013 -- 7:00 A.M. to 9:00 P.M.
(Administration Building and Santapogue School)

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

Follow-Up to Residents' Unanswered Questions

Date	Residents' Questions	Responses
February 12, 2013	-----	-----
January 22, 2013	-----	-----
January 8, 2013	-----	-----
December 11, 2012	-----	-----
November 27, 2012	-----	-----
November 13, 2012	-----	-----
October 30, 2012	Meeting cancelled due to Super Storm Sandy	Meeting cancelled due to Super Storm Sandy
October 11, 2012	-----	-----
September 24, 2012	Why are certain athletic teams having to wait to be taken home instead of the district providing a second bus to return the students to school?	Mr. Cacciola reviewed the request, to bring the first team home, with the Superintendent's Management Team. The district can make the accommodation for districts within close proximity to West Babylon as determined by Mr. Bianco.
September 11, 2012	<p>Re: Boys Varsity Soccer Team</p> <p>1. The Varsity team did not have game balls.</p> <p>2. The Varsity team does not have use of a field for Friday's game (9/14/12).</p>	<p>Per Mr. Anthony Spinelli, Director of Health, Physical Education & Athletics:</p> <p>1. An order is being placed on 9/12/12 for four game balls. These are scheduled to arrive ASAP. Game balls will be available for Friday's game (9/14/12).</p> <p>2a. As part of our long range field renovation program to improve the quality of the fields, our children play on, fields need to be closed for reconditioning purposes and to allow the turf to develop. We have worked out a tentative multi-year approach which impacts different teams at different times and will eventually allow all teams the fortitude to play on a good field.</p> <p>2b. In response to the closing of one field at the high school, we have set up a practice field at Tooker Avenue School and carefully arranged all games for the high school boys and girls program to avoid conflicts. In the event of inclement weather forcing us to play on the next available day, we are prepared to utilize the field inside the track, located at the Junior High School, as a back up.</p> <p>2c. Games will be played at either the High School or the turf field at Our Lady of Grace.</p> <p>2d. Specifically, this Friday's game (9/14/12) will be played at the High School.</p> <p style="text-align: right;">Continued</p>

Follow-Up to Residents' Unanswered Questions

Date	Residents' Questions	Responses
September 11, 2012	<p>Re: Boys Varsity Soccer Team</p> <p>3. The team does not have uniforms.</p>	<p>Per Mr. Anthony Spinelli, Director of Health, Physical Education & Athletics:</p> <p>3a. It was recently brought to my attention that there are not a sufficient number of varsity uniforms. I am in the process of investigating.</p> <p>3b. Until the uniform issue is resolved, the team will be wearing West Babylon blue uniforms for Friday's game (9/14/12).</p>
August 28, 2012	-----	-----
August 14, 2012	-----	-----
July 26, 2012	-----	-----
July 10, 2012	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – FEBRUARY 26, 2013

RESOLUTIONS

BOARD OF EDUCATION

****#BE-1**

RESOLVED: that the West Babylon Board of Education approves the following school district to provide health services to West Babylon School District resident students during the 2012-2013 school year:

Half Hollow Hills Central School District

****#BE-2**

RESOLVED: that the West Babylon Board of Education President is authorized to sign an amendment to the April 3, 2012 Memorandum of Agreement between the West Babylon Union Free School District and the West Babylon Teachers Association.

PERSONNEL

**#PE-1

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

<u>12-P-14</u>	Professional Personnel
<u>12-C-14</u>	Civil Service Personnel

FINANCE

****#FI-1**

RESOLVED: that the West Babylon Board of Education approves the use of the Ulster County Board of Cooperative Educational Services Bid #13-24 with CDW Government LLC for the purchase of Chromebooks and Chromeboxes for the contract period of December 20, 2012 through August 31, 2013.

FACILITIES

***FA-1

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

Equipment	Serial No.	Model No.
Singer Sewing Machine	AT540055	719
Singer Sewing Machine	A1183763	417
Singer Sewing Machine	A7255158	719

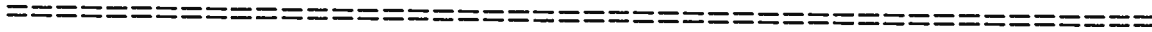
The equipment is outdated and no longer functioning.

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - FEBRUARY 26, 2013

PERSONNEL

(R) Schedules: 12-P-14 Professional Personnel
 12-C-14 Civil Service Personnel



PROFESSIONAL PERSONNEL SCHEDULE

I. Professional Personnel Schedule 12-P-14

- A. Family Medical Leave
- B. Leave of Absence Requests
- C. Probationary Appointment
- D. Regular Substitute Appointments
- E. 2012-2013 BET Members
- F. Spring, 2013 Coaching
- G. Spring, 2013 Student Teachers/Observers
- H. 2012-2013 Per Diem Substitute

CIVIL SERVICE SCHEDULE

II. Civil Service Schedule 12-C-14

- A. Leave of Absence Request
- B. Resignations
- C. Probationary Appointments
- D. 2012-2013 Per Diem Substitutes

SCHEDULE 12-P-14 Professional Personnel Schedule

Date of Meeting: February 26, 2013

Page 1 of 4 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Antonelli, Gina	Physical Ed. Tchr.	HS		10/9/13 - 1/24/13	Family Medical Leave
Antonelli, Gina	Physical Ed. Tchr.	HS		1/25/13 - 6/30/13	Leave of Absence
Coppola, Kathleen	School Nurse Tchr.	DW		1/15/13 - end of First Semester Second Semester, 2012-2013	Leave of Absence Leave of Absence
Durkin, Kelly	Elementary Tchr.	SA	Step A-7-1/ \$62,688.	2/27/13	Probationary Appt. [from regular substitute post] [cert: preK-6]
Durkin, Kelly	Teaching Asst.	TA		2/27/13 - 2/27/14	Leave of Absence [to prob. elem.]
Koentje, Nicholas	Regular Substitute/ Elementary Tchr.	JK	Step A-5-1/ \$57,644. (prorate)	1/28/13 - 6/30/13, or sooner at district's discretion	[certs: birth-grade 2, swd 1-6]
Zito, William	Regular Substitute/ Physical Ed. Tchr.	HS	Step A-1-1/ \$48,036. (prorate)	1/28/13 - 6/30/13, or sooner at district's discretion	[cert: physical ed.]

SCHEDULE 12-P-14 Professional Personnel Schedule

Date of Meeting: February 26, 2013

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<u>Building Effectiveness Team Members:</u>				After School & Summer	STLE Grant
<u>High School</u>				Training Dates TBD	
Jabour, Lynette			\$85.27/hr.		
Jonasson, Christopher			\$58.55/hr.		
Losito, Christopher			\$85.27/hr.		
Kelly, Barbara			\$97.68/hr.		
Romeo, Marta			\$80.86/hr.		
<u>Junior High</u>					
Augustine, Janine			\$97.68/hr.		
Brower-Cohen, Christine			\$79.56/hr.		
Benvenuto, Charles			\$78.66/hr.		
Mack, Michael			\$76.46/hr.		
Rodgers, Ian			\$89.67/hr.		
Theo, Harry			\$89.67/hr.		
<u>Forest Avenue</u>					
Bergmann, Jennifer			\$80.86/hr.		
Christie, Diane			\$89.67/hr.		
Lynch, Jaclyn			\$67.65/hr.		
Miccio, Therese			\$78.66/hr.		
<u>John F. Kennedy</u>					
Flynn, Ann			\$83.06/hr.		
Giorgianni, Allison			\$85.27/hr.		
Hoppe, Lisa			\$97.68/hr.		
Shay, Meghan			\$78.66/hr.		

SCHEDULE 12-P-14 Professional Personnel Schedule

Date of Meeting: February 26, 2013

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<u>Building Effectiveness Team Members:</u>					
<u>Santapogue</u>					
Fitzgerald, Jeanne			\$97.68/hr.	After School & Summer Training Dates TBD	STLE Grant
Heller, Rebecca			\$65.45/hr.		
Kormas, Marianne			\$78.66/hr.		
Turano, Nancy			\$97.68/hr.		
<u>South Bay</u>					
Castelli, Erin			\$85.27/hr.		
Chiquitucto, Alison			\$83.06/hr.		
Fazio, Hillary			\$97.68/hr.		
Ross, Michelle			\$89.67/hr.		
<u>Tooker Avenue</u>					
Alberts, Susan			\$97.68/hr.		
Gottlieb, Susan			\$78.66/hr.		
Kalinowski, Barbara			\$89.67/hr.		
Murray, Kathleen			\$97.68/hr.		
<u>Coach:</u>					
Adamkiewicz, Felix	JV Head	Baseball	\$5,112.	Spring, 2013	
<u>Student Teachers/Observers:</u>					
DeJesus, Ariana	Elementary	TA		Spring, 2013	
DiNota, Charlie	Music	JH			
Fitzpatrick, Justin	Social Studies	HS			
Klein, Brendan	Social Studies	JH			
Thiel, Brittany	ESL	HS			
<u>Per Diem Substitute:</u>					
Smyth, Casey		DW	\$90./day	2012-2013	Certification [chemistry 7-12]

SCHEDULE 12-C-14 Civil Service Personnel Schedule

Date of Meeting: February 26, 2013

Page 4 of 4 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Suter, Heather	Paraprofessional [special ed. aide]	JH		2/7/13 - 4/12/13	Leave of Absence
Caruso, Lawrence	School Bus Driver	Trans.		2/18/13	Resignation
Carlson, Kristen	Paraprofessional [school monitor]	SA		2/27/13	Resignation
McHugh-Chiappone, Michele	Paraprofessional [special ed. aide]	JH	Step 1/ \$13.37/hr.	2/27/13	Probationary Appt.
*McKinney, Danielle	Paraprofessional [school monitor]	JK	Step 1/ \$13.37/hr.	2/27/13	Probationary Appt.
<u>Per Diem Substitutes:</u>		DW	\$9./hr.	2012-2013	
Carlson, Kristen					Paraprofessional
*McNeice, Theresa					"
*Ehrichs, Elizabeth					Clerical/Paraprofessional
<u>Per Diem Substitute:</u>		Trans.	\$17./hr.	2012-2013	
Caruso, Lawrence					School Bus Driver

*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - FEBRUARY 26, 2013

POLICY

- A. Board Review-Public Use of School Facilities (Second Time Discussion) (File:1500)
- B. Board Review-Student Health Services (Second Time Discussion) (File:5420)

DRAFT

1500

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.* [All like organizations] *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.
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.

11. 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.

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.

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.

When applicable, a damage security deposit is required to be submitted for each event. The amount of this deposit is to be determined by the Plant Facilities Administrator.

Legal References:

Section 414 of Education Law

Equal Access Law

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

Replaces in whole or in part former KG, KGA, KGB

Adopted: 12/08/2009

DRAFT

5420

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, [dental inspection] 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 [by both the parents/guardians and the family's clergyman] 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.

[The Board recognizes that the State of New York may authorize and require the collection of data from health certificates in furtherance of tracking and understanding health care issues that affect children. The Board supports these efforts and expects administrators to cooperate and to observe the appropriate laws and regulations in carrying out those responsibilities, including those that relate to student privacy.]

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. Each school in the district will include in its emergency plan a protocol for responding to health care emergencies, including anaphylaxis.

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 [on a chart developed by the school nurse].

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.

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 physician.

[Any medication administration that is not consistent with acceptable prescribing practices will not be given by school personnel.] 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.

Both documents shall be kept on file in the office of the school nurse.

In addition, in accordance with Education Law 919, the district shall make a nebulizer available on-site in school buildings where nursing services are provided. Students with a patient-specific order, who require inhaled medications, shall have access to the nebulizer. The district will ensure that it is maintained in working order.

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 [5420.1, Allergy/Anaphylaxis Policy]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

[Replaces former policies JHCAA, JHCAAA, JHCB, and JHCDA]

Adoption date: December 13, 2011