

A REGULAR MEETING of the Board of Education of the West Babylon Union Free School District, of the Town of Babylon, Suffolk County, New York was held on TUESDAY, February 12, 2013, in the Board Room of the Administration Wing adjacent to the Senior High School.

Those present: Trustees James Bocca, Lucy Campasano, Wendy DeGaetano, Cathy Gismervik, Diane Klein, Peter Scarlatos, Diane Thiel, Stacy Villagran and Jennifer Wandasiewicz

Absent:

Also present: Mr. Anthony Cacciola, Superintendent of Schools; Dr. Yiendhy Farrelly, Assistant Superintendent for Human Resources; Mrs. Christine Tona, Executive Director for Curriculum and Instruction; Mrs. Jennifer Buscemi, Executive Director for Finance & Operations; Mrs. Amy E. Jones, District Clerk; Mr. William C. Morrell, Attorney; and residents (audience of approx. 15).

The president opened the meeting at 7:02 p.m. and led those present in the salute to the flag.

Trustee DeGaetano seconded by Trustee Campasano made a motion to go into Executive Session at 7:03 pm. to discuss contract negotiations, personnel and legal matters.

The motion was **CARRIED** by all present.

The meeting reconvened at 8:18 p.m.

Trustee Wandasiewicz seconded by Trustee Campasano made a motion to approve the minutes of the Regular meeting of January 22, 2013 and the Special meeting of February 5, 2013.

The motion was **CARRIED** by all present.

Statement of the Superintendent and/or Board of Education:

Board President Diane Thiel noted that this week is PTA Recognition week. She thanked the members of the PTAs for all that they do throughout the year by donating their time and efforts to the district.

Mr. Cacciola said that he received the school safety report from Intra-logic with their recommendations for the district as well as comments about the things that are already implemented in the district. He said that the way the report is written the "Wins" are the items that the district has in place and the "Opportunities" are the recommendations. Mr. Cacciola said that recommended items are being priced, some will be immediate and some are in the review process. He said that the buzzer systems for the HS, JHS and administration building already have a purchase order in place so the district can move forward. The business office doors are locked and visitors report through the JHS; therefore, no buzzer system will be installed for that area. He said that there is a component in the recommendations for additional cameras which could be purchased through BOCES and the district would have 5 years in which to pay for them. The Suffolk County Police have been in discussions with the district about having an "active shooter drill" in one of our buildings when there is no one in the building; possibly March 28. The district is also considering entering into an agreement with the police which would allow them to log into our district and view the buildings. He added that this district would be the only one in Suffolk County to have this program. He said that a representative from Intra-logic will present to the Trustees at their retreat on February 21, 2013 at 6:00 p.m. Mr. Cacciola said that the HS Library was dedicated to Senator Owen Johnson a few meetings ago. He said that there will be a dedication ceremony on April 16, 2013 at 6:00 p.m. in the library.

Statement of West Babylon Teachers Association:

WBTA President Patt Squicciarini wished everyone a Happy Valentines Day. She said that she is hearing complaints from the High School staff about the heating there. She said some rooms are extremely cold and others are too hot. She commended the custodial staff for their efforts, but added that the problem persists and she believes this is a vendor issue that needs to be addressed. She also expressed concern with buildings having classroom leaks after the snow. Mr. Cacciola said that the head custodians remove the snow from areas on the roof and that he will follow up with building principals to see if there is still an issue.

Statement of West Babylon Administrators' Association:

WBAA President Ellie Levy complimented the Trustees on their Mardi gras beads. She thanked the PTAs for all they do for the students and the district. She said without their help, many of the programs held in district would not be possible. Mrs. Levy said that the WBAA will work with the trustees and administration towards a budget that will serve the needs of the students and the community.

- Statement of CSEA Representative:** None
- Statement of Student Association Representative:** None
- Statement of PTA Council Representative:**
- Jennifer Longo thanked the trustees, on behalf of the PTAs, for the cake at the recent PTA Council meeting and offered a special thank you to Trustee Campasano for her cheesecake.
- Statement of Residents (Agenda Items):** None
- Superintendent's Report/Educational Presentation:** - None

Trustee Klein seconded by Trustee DeGaetano made a motion to approve the **Consent Agenda**
(Trustee Scarlatos was not in the room at the time)

The motion was **CARRIED** by all present

BOARD OF EDUCATION

#BE-1

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

National Center for Disability Services d/b/a Kornreich Technology Center

#BE-2

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

Deer Park Union Free School District
West Islip Union Free School District
Bay Shore Union Free School District

#BE-3

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

Babylon Union Free School District

#BE-4

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:

Massapequa Union Free School District

#BE-5

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

Mill Neck Family of Organizations

#BE-6

RESOLVED: that the Junior High School Tri-M Music Honor Society is approved for the 2012-2013 school year:

Junior High School	Advisor	Student President	Student Treasurer
Tri-M Music Honor Society	William Doran	Tom Iliou	Noela Franco

#BE-7

RESOLVED: that the annual school election of the West Babylon Union Free School District, Town of Babylon, Suffolk County, New York, shall be held on Tuesday, May 21, 2013, from 7:00 A.M. to 9:00 P.M. in the two designated election districts in said school district for the purposes set forth in the Notice of Annual Meeting.

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

RESOLVED: that Diane Thiel is designated as permanent chairperson of election in accordance with Section 2026 of the Education Law.

PERSONNEL

#PE-1

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

12-P-13 Professional Personnel

12-C-13 Civil Service Personnel

SCHEDULE 12-P-13 Professional Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Germano, Charles	Principal	TA		1/9/13 -	Family Medical Leave
Briody, Donna	English Tchr.	HS		1/10/13 -	Family Medical Leave
Rayola, Michael	Physical Ed. Tchr.	FA		2/1/13 -	Family Medical Leave
Crapo, Kristin	Regular Substitute/ Music Tchr.	FA/SB	Step A-3-1/ \$52,840. (prorate)	1/28/13 - 6/30/13	Salary Adjustment
<u>S.A.T. Proctors:</u>			\$22.13/hr.	1/26/13	
Powers, Brian					5 hrs.
Simone, Linda					5 hrs.
Amaya-Velasquez, Idalia					6 hrs.
Borgo, Danielle					6 hrs.
Carson, Jeffrey					6 hrs.
Heaton, Bryan					6 hrs.
Heaton, Elise					6 hrs.
Iaquinto, Christine					6 hrs.
Kohler, Amy					6 hrs.
McArdle, Patrick					6 hrs.
Mucaria, Donna					6 hrs.
Powers, Daniel					6 hrs.
Ruiz, Lawrence					6 hrs.
Montalvo, Andrea					9 hrs.
Montalvo, Christina	Test Supervisor				9 hrs.

SCHEDULE 12-P-13 Professional Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Elementary Club & Advisor:				2012-2013	
Grace-Nizich, Cara	Technology Advisor	JK	\$1,454.		[repl. M. Shay]
Coach:				Spring, 2013	
Aiello, Timothy	Varsity Assistant	Lacrosse(G)	\$5,112.		
Student Teachers/Observers:				Spring, 2013	
Chan, Liny	Mathematics	HS			
Columbia, Alexandria	Elementary	SB			
D'Errico, Michelle	Art	JK/JH			
Huang, Daniel	Mathematics	HS			
Kuffo, Nicole	Elementary	TA			
Lee, Dawn	Music	HS			
Peterson, Heather	Elementary	SB			
Pozankowski, Jessica	Elementary	SB			
Polis, Eleni	Elementary	SB			
Rapisardi, Nina	English	JH			
Sosa, Allana	Music	HS			
Wayne, Jennifer	Elementary	SB			
Guidance Intern:				Spring, 2013	
Zabary, Jordan		HS			
Per Diem Substitutes:		DW	\$90./day	2012-2013	Certification [technology education] [physical education]
McCaslin, Craig					
Witkowski, Brooke					

SCHEDULE 12-C-13 Civil Service Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Jones, Alex	Custodial Wrkr. I	TA		8/23/12 -	Family Medical Leave
Vitkun, Jeffery	Head Custodian	FA		1/14/13 -	Family Medical Leave
Bianco, Maureen	Paraprofessional [special ed. aide]	JH		1/28/13	Returned from LOA
Loverde, John	School Bus Driver	Trans.		2/4/13	Returned from LOA
Caruso, Lawrence	School Bus Driver	Trans.	Step 1/ \$19.53/hr	2/13/13	Probationary Appt.
Stahelek, Tami	Paraprofessional (special ed. aide)	JK	Step 1/ \$13.37/hr.	2/13/13	Probationary Appt.

SCHEDULE 12-C-13 Civil Service Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Germano, Lisa	Paraprofessional (special ed. aide)	JK	Step 1/ \$13.37/hr.	2/13/13	Probationary Appt.
Per Diem Substitutes:		DW	\$9./hr.	2012-2013	
LoMonaco-Bonventre, Maria					Paraprofessional
Cross, Jayne					Clerical/Paraprofessional
*Desrosiers, Georgiana					"
*Matheis, Elyse					"

*Emergency Conditional Appointment

FINANCE

#FI-1
RESOLVED: that the West Babylon Board of Education approves the corrective action plan (CAP) in response to the findings contained in the Risk Assessment Update Report for the period ending May 13, 2012. The Executive Director for Finance and Operations will file a copy of the CAP with the State Education Department pursuant to NYCRR Section 170.12(e)(4).

#FI-2
RESOLVED: that the West Babylon Board of Education approves the corrective action plan (CAP) in response to the external auditor's memorandum on accounting procedures and internal controls for the fiscal year ending June 30, 2012. The Executive Director for Finance and Operations will file a copy of the CAP with the State Education Department and the Office of the State Comptroller pursuant to NYCRR Section 170.12(e)(4).

#FI-3
RESOLVED: that the West Babylon Board of Education approves the corrective action plan (CAP) in response to the findings and recommendations made in the Internal Audit Report on Capital Projects which was presented to the Board of Education on September 11, 2012. The Executive Director for Finance and Operations will file a copy of the CAP with the State Education Department pursuant to NYCRR Section 170.12(e)(4).

#FI-4
RESOLVED: that the West Babylon Board of Education approves Change Order #1 in the deduct amount of (\$10,000) for the masonry reconstruction contract at Forest Avenue Elementary School (SED Project #0003-019) with Pella General Construction Corporation. The new contract sum including this change will be \$140,000.

#FI-5
RESOLVED: that the West Babylon Board of Education gratefully accepts the following donations:

1. \$86.13 from the Aetna Foundation
2. \$700.00 from the Target "Field Trip Grants Program"

These donations will be deposited into the Senior High School's Trust and Agency account.

CURRICULUM

#CU-1

RESOLVED: that the West Babylon Board of Education gratefully accepts the following donations from Mr. and Mrs. Charles Volpe, West Babylon residents:

1. Historical Maps
2. Ancient History Posters
3. Books covering American, World and Ancient History
4. Artifacts from around the world — Europe, Asia, Africa, etc.

These items are being donated to the Junior High School Social Studies Department.

FACILITIES

#FA-1

RESOLVED: that the West Babylon Board of Education declares the following equipment, located in the Special Education Office, obsolete:

Phonak MicroEar FM BTE	Serial # 06CC23463
Phonak Campus SX	Serial # 0638C11JR
Phonak MicroLink MLxS	Serial # 03CC07907
Phonak MicroEar FM BTE	Serial # 073C29240
Phonak Campus S	Serial # 05CC15007
Phonak Campus S	Serial # 043C13923
Phonak MicroEar FM BTE	Serial # 011C33568
Phonak Campus S	Serial # 053C23712
Phonak Campus S	Serial # 053C23712
Phonak Campus S	Serial # 03CC12651
Phonak MicroEar FM BTE	Serial # 036C19566
AVR Sonovation LogiCom	Serial # 0101320
AVR Sonovation LogiCom TX20	Serial # 21X097
Dynavox "Dynamo"	Serial # DY902683
Phonak I Link	Serial # 077H15931
Phonak I Link	Serial # 077H15930
Phonak Easy Link	Serial # 083N12LUA
VictorReader Wave purchased from Recording for the Blind	Serial # D207180901845
VictorReader Wave purchased from Recording for the Blind	Serial # D207140800427
Victor Reader Wave purchased from Recording for the Blind	Serial # D207180901846
VictorReader Wave purchased from Recording for the Blind	Serial # D207180901780

The equipment is outdated and no longer functioning.

Statement of Residents:

None

POLICY REVIEW:

The following policies are on the agenda for Third Time Adoption

- File: 5300.30 Prohibited Student Conduct
- File: 5300.70 Public Conduct on School Property

File: 6700 Purchasing
 File: 7335 Capital Project Change Orders
 File: 8334 Use of Credit Cards

Trustee Campasano seconded by Trustee Villagran made a motion to **adopt** the policies.
 Trustee Scarlatos was out of the room at the time.

The motion was **CARRIED** by all present

5300.30

Prohibited Student Conduct

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on educating students so that they may grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission.
3. Skipping detention.

C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
2. Inappropriate public sexual contact.
3. Display or use of personal electronic devices, such as, but not limited to, cell phones, I-pods, digital cameras, in a manner that is in violation of district policy.

D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.

3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.

E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others. Examples of such conduct include, but are not limited to:

1. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
 2. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function.
 3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 4. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.
 5. Harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning. Harassment is also the creation of a hostile environment. (See policy, 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition.)
 6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 7. Bullying, which may be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. (See policy 0115 for a more complete definition.)
 8. Hazing, which includes an induction, initiation or membership process involving harassment (see policy 0115 for a more complete definition).
 9. Selling, using, distributing or possessing obscene material.
 10. Using vulgar or abusive language, cursing or swearing.
 11. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
 12. Possessing, consuming, selling, offering, "manufacturing" distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs" which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.
 13. Inappropriately using or sharing prescription and over-the-counter drugs.
 14. Gambling.
 15. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
 16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

H. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or at a school function. Examples of such misconduct include, but are not limited to:

1. Cyber bullying (i.e., inflicting willful and repeated harm through the use of electronic text).
2. Threatening or harassing students or school personnel over the phone or other electronic medium.

Adoption date:

Public Conduct on School Property

5300.70

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, creed, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, offer, manufacture: distribute or exchange alcoholic beverages, controlled or illegal substances or any synthetic versions (whether or not specifically illegal or labeled for human consumption), or be under the influence of either on school property or at a school function
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law § 3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law § 75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law § 75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 3 and 4. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. Enforcement

The Principal or his/her designee shall be responsible for enforcing the conduct required by this code. When the Principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the Principal or designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal or designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the Principal or designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person. The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

Adoption date:

PURCHASING 6700

The Board of Education views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing will be centralized in the business office under the general supervision of the Purchasing Agent designated by the Board. It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law. The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Purchases of the same commodity cannot be artificially divided for the purpose of avoiding the threshold. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

The district's purchasing activity will strive to meet the following objectives:

1. to effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in conformance with state law and regulation and in cooperation with the requisitioning authority. The educational and physical welfare of the students is the foremost consideration in making any purchase;
3. to ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the district;
4. to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
5. to ensure, through the use of proper internal controls, that loss and/or diversion of district property is prevented.

Opportunities shall be provided to all responsible suppliers to do business with the school district. Suppliers whose place of business is situated within the district may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality and other factors. Purchases will be made through available cooperative BOCES bids, state contracts of the Office of General Services or county contracts whenever such purchases are in the best interests of the district. In addition, the district will make purchases from correctional institutions and severely disabled persons through charitable or non-pro fit-making agencies, as provided by law.

In accordance with law, the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term "alternative format" shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the district (or program of a BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

The Board is also aware of the need to reduce exposure of students and staff to potentially harmful chemicals and substances used in cleaning and maintenance. In accordance with law, regulation and guidelines set forth by the Office of General Services (OGS), the district will purchase and utilize environmentally sensitive cleaning and maintenance products in its facilities whenever feasible. Cleansers purchased must, first and foremost, be effective so that the district may continue to purchase non-green products as necessary.

Environmentally sensitive cleaning and maintenance products will be procured in accordance with standard purchasing procedures as outlined in this policy and regulation.

In order to ensure that the district avails itself of advantageous purchasing opportunities, the Board authorizes the Purchasing Agent to represent the district in applying for federal programs designed to discount prices for goods and services. Specifically, the Purchasing Agent will abide by the rules and regulations associated with applying for telecommunications service discounts through the Universal Service Fund (ERate), in addition to complying with the local purchasing policies set forth by the Board. As with all purchasing activity, appropriate documentation of the application and purchase through any federal program will be maintained by the business office.

Competitive Bidding

Purchase contracts and public works contracts subject to competitive bidding will be awarded to the lowest responsible bidder, however, the Board authorizes that purchase contracts may be awarded on the basis of best value, as defined in State Finance Law §163. The district shall comply with the requirements of General Municipal Law §103-g, which prohibits, with few exceptions, competitive bidding contracts with entities that invest significantly in the Iranian energy sector, as outlined in the accompanying regulation.

Competitive bidding, even if the dollar value of the purchase meets the threshold established above, is not required in the following circumstances:

1. emergencies where time is a crucial factor;
2. procurements for which there is no possibility of competition (sole source items); or
3. professional services that require special skill or training (see policy 6741 for guidance on purchasing professional services).

Purchasing when Competitive Bidding Not Required

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, except as permitted by state law for procurements:

1. under a county contract;
2. under a state contract;
3. under a federal contract;
4. under a contract of another political subdivision;
5. of articles manufactured in state correctional institutions; or
6. from agencies for the blind and severely disabled.

The district will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law.

Exception to Competitive Bidding - Piggybacking (expires 8/1/2017 unless extended by legislation):

The district may purchase apparatus, materials, equipment and supplies, and contract for services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state or any political subdivision or district therein, provided the contract was let in a manner that constitutes competitive bidding "consistent with state law, and is made available for use by other governmental entities.

Three Prerequisites:

1. The contract must have been let by the United States or any agency thereof, any state or any other political subdivision or district therein. This includes NYS political subdivisions.
2. The contract must have been made available for use by other governmental entities.
3. The contract must have been let in a manner that constitutes competitive bidding consistent with state law". (GML §103 and related case law).

Determining "Consistency with State Law"

- a. Bids must be publicly solicited.
- b. Bids must be submitted as sealed bids or secured bids.
- c. Bid specifications must provide a common standard for bidders to compete fairly.
- d. Bid Award must be to the lowest bidder who materially and substantially meets the bid specifications and is determined to be a responsible bidder.

Cost Savings Justification:

The district shall perform a cost-benefit analysis before utilizing this exception. The analysis should be used to demonstrate whether 'piggybacking' is cost effective and should consider all pertinent cost factors, including any potential savings on the administrative expense that would be incurred if the district initiated its own competitive bidding process.

Documentation:

The district shall maintain copies of the contract, analysis of the contract to ensure it meets the three prerequisites stated herein, and cost savings analysis including consideration of other procurement methods.

General Purchasing Provisions

The Superintendent of Schools, with the assistance of the Purchasing Agent, shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the district. Such procedures shall comply with all applicable laws and regulations of the state and the Commissioner of Education.

No Board member, officer or employee of the school district shall have an interest in any contract entered into by the Board or the district, as provided in Article 18 of the General Municipal Law. Comments will be solicited from those administrators involved in the procurement process before enactment of the district's policies regarding purchasing and from time to time thereafter. The policies must then be adopted by Board resolution. All district policies regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the district's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the district or any officer or employee of the district.

Cross-ref: 6710, Purchasing Authority

6741, Contracting for Professional Services

Ref: Comprehensive Iran Sanctions, Accountability, and Divestment Act of 2010 (Public Law 111-195)

Education Law §§305(14); 409-i; 1604(29-a); 1709(4-a) (9) (14) (22); 2503(7-a); 2554(7-a)

General Municipal Law §§102; 103; 103-g; 104; 104-b; 109-a; 800 et seq.

State Finance Law §§97-g (3), (4), (5); 163; 163-b; 165-a

County Law §408-a (2)

Adoption date:

PURCHASING REGULATION

6700-R

The following sets forth the procedures for the procurement of goods and services by the district:

I. Definitions

Best value: optimizing quality, cost and efficiency. The basis for best value shall reflect, whenever possible, objective and quantifiable analysis, and may also take into consideration small businesses or certified minority- or women-owned businesses as defined in State Finance Law §163.

Purchase Contract: a contract involving the acquisition of commodities, materials, supplies or equipment

Public Work Contract: a contract involving services, labor or construction

II. General Municipal Law

The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

III. Competitive Bidding Required

A. Method of Determining Whether Procurement is Subject to Competitive Bidding

1. The district will first determine if the proposed procurement is a purchase contract or a contract for public work.

2. If the procurement is either a purchase contract or a contract for public work, the district will then determine whether the amount of the procurement is above the applicable monetary threshold as set forth above.

3. The district will also determine whether any exceptions to the competitive bidding requirements (as set forth below) exist.

4. All advertised bids shall include the following statement required by General Municipal Law 103-g: "By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law. "

B. Contract Combining Professional Services and Purchase

In the event that a contract combines the provision of professional services and a purchase, the district, in determining the appropriate monetary threshold criteria to apply to the contract, will determine whether the professional service or the purchase is the predominant part of the transaction.

C. Opening and Recording Bids; Awarding Contracts

The Executive Director for Finance and Operations will be authorized to open and record bids. Contracts will be awarded to the lowest responsible bidder or a purchase contract bid of best value (as recommended by the Executive Director for Finance and Operations), who has furnished the required security after responding to an advertisement for sealed bids. In order to be considered a responsible bidder, entities must certify that they are not on the list created and maintained by the State Office of General Services cataloging significant investment in the Iranian energy sector. Such statement may be submitted electronically pursuant to General Municipal Law §103(J).

Entities that cannot make this certification may only be awarded the bid if:

1. The entity's investment activities in Iran were made before April 12, 2012; the investment activities in Iran have not been expanded or renewed after that date; and the entity has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The district makes a determination, in writing, that the goods or services are necessary for the district to perform its functions and that, absent such an exemption, the district would be unable to obtain the goods or services for which the contract is offered.

D. Documentation of Competitive Bids

The district will maintain proper written documentation which will set forth the method in which it determined whether the procurement is a purchase or a public work contract.

E. Purchase of Instructional Materials

In accordance with Education Law the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats (i.e., any medium or format for the presentation of instructional materials, other than a traditional print textbook that is needed as a accommodation for a disabled student enrolled in the district, including but not limited to Braille, large print, open and closed captioned, audio or an electronic file in an approved format.)

The district will establish and follow a plan to ensure that every student with a disability who needs his or her instructional materials in an alternative format will receive those materials at the same time that they are available to non-disabled students.

F. Leases of Personal Property

In addition to the above-mentioned competitive bidding requirements, section 1725 of the Education Law requires that the district will be subject to competitive bidding requirements for purchase contracts when it enters into a lease of personal property.

Documentation: The district will maintain written documentation such as quotes, cost-benefit analysis of leasing versus purchasing, etc.

G. Environmentally-Sensitive Cleaning and Maintenance Products

The district will purchase and utilize environmentally sensitive cleaning and maintenance products whenever feasible. The Executive Director for Finance and Operations will consult with the Green Guidelines provided by the Office of General Services. Any legal issues regarding the applicability of competitive bidding requirements will be presented to the school attorney for review.

H. Exceptions to Competitive Bidding Requirements

The district will not be subject to competitive bidding requirements when the Board of Education, in its discretion, determines that one of the following situations exists:

1. Emergency situations where:
 - a. the situation arises out of an accident or unforeseen occurrence or condition;
 - b. a district building, property, or the life, health, or safety of an individual on district property is affected; or
 - c. the situation requires immediate action which cannot await competitive bidding.

However, when the Board passes a resolution that an emergency situation exists, the district will make purchases at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

Documentation: The district will maintain records of verbal (or written) quotes, as appropriate;

2. When the district purchases surplus or second-hand supplies, materials or equipment from the federal or state governments or from any other political subdivision or public benefit corporation within the state.

Documentation: The district will maintain market price comparisons (verbal or written quotes) and the name of the government entity;

3. When the Board separately purchases eggs, livestock, fish and dairy products (other than milk), juice, grains and species of fresh fruits and vegetables directly from producers or growers. The amount expended in any fiscal year by the district may not exceed an amount equal to fifteen cents multiplied by the number of days in the school year multiplied by the total enrollment of the district.

Documentation: The district will maintain documentation consistent with sections 114.3 of the Regulations of the Commissioner of Education;

4. When the Board separately purchases milk directly from licensed milk processors employing less than forty (40) people. The amount expended in any fiscal year by the district may not exceed an amount equal to twenty-five cents multiplied by the number of days in the school year multiplied by the total enrollment of the district or exceed the current market price.

Documentation: The district will maintain documentation consistent with section 114.4 of the Regulations of the Commissioner of Education;

5. When the district purchases goods, supplies and services from municipal hospitals under joint contracts and arrangements entered into pursuant to section 2803-a of the Public Health Law.

Documentation: The district will maintain the legal authorization, Board authorization and market price comparisons; or

6. When there is only one possible source from which to procure goods or services required in the public interest.

Documentation: The district will maintain written documentation of the unique benefits of the item or service purchased as compared to other items or services available in the marketplace; that no other item or service provides substantially equivalent or similar benefits; and that, considering the benefits received the cost of the item or service is reasonable, when compared to conventional methods. In addition, the documentation will provide that there is no possibility of competition for the procurement of the goods.

7. When the district purchases professional services that require special skill or training, such as but not limited to, audit, medical, legal or insurance services, or property appraisals.

Documentation: The district will keep proper documentation in accordance with policy 6741.

8. Quotes When Competitive Bidding Not Required

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies in the best interests of the taxpayers. Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, as set forth below.

A. Methods of Documentation

1. Verbal Quotations: the telephone log or other record will set forth, at a minimum, the date, item or service desired, price quoted, name of vendor, name of vendor's representative;

2. Written Quotations: vendors will provide, at a minimum, the date, description of the item or details of service to be provided, price quoted, name of contact. For example, with regard to insurance, the district will maintain documentation that will include bid advertisements, specifications and the awarding resolution. Alternatively, written or verbal quotation forms will serve as documentation if formal bidding is not required.

3. Requests for Proposals: the district will utilize RFP's to engage professional services providers in accordance with policy 6741.

B. Purchases/Public Work: Methods of Competition to be Used for Non-Bid Procurements;

Documentation to be Maintained The district will require the following methods of competition be used and sources of documentation maintained when soliciting non-bid procurements in the most cost-effective manner possible:

1. Purchase Contracts up to \$20,000

a. Contracts from \$2,501 to \$5,000:

Three Verbal quotes or *a written quote*.

Documentation will include notations of verbal quotes.

b. Contracts in excess of \$5001 to \$20,000:

Three Written quotes

2. Public Work Contracts up to \$35,000

a. Contracts in excess of \$20,001 to \$35,000:

Three Written quotes

VI. Quotes Not Required When Competitive Bidding Not Required

The district will not be required to secure alternative proposals or quotations for those procurements *as permitted by state law*:

1. under a county contract;

2. under a state contract;

3. under a federal contract;

4. under a contract of another political subdivision;

5. of articles manufactured in state correctional institutions; or

6. from agencies for the blind and severely disabled.

VII. Procurements from Other than the "Lowest Responsible Dollar Offeror"

The district will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law.

VIII. Internal Control

The Board authorizes the Superintendent of Schools, with the assistance of the Executive Director for Finance and Operations, to establish and maintain an internal control structure to ensure, to the best of their ability, that the district's assets will be safeguarded against loss from unauthorized use or disposition, that transactions will be executed in accordance with the law and district policies and regulations, and recorded properly in the financial records of the district. Comments will be solicited from those administrators involved in the procurement process before enactment of the district's regulations regarding purchasing and from time to time thereafter. The regulations must then be adopted by Board resolution. All district regulations regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the district's regulations regarding procurement will not be grounds to void action taken or give rise to a cause of action against the district or any officer or employee of the district.
Promulgated:

CAPITAL PROJECT CHANGE ORDERS

7335

The Board of Education wants to facilitate the timeliness of work associated with the capital construction projects authorized by the district's voters. As such, the Board recognizes the occasional need to approve changes in construction plans (change orders) as the work unfolds. The Board authorizes the Superintendent of Schools and, in his/her absence, the Executive Director for Finance and Operations, to approve increases and decreases in the planned capital facilities project work (change orders) in an amount not to exceed \$50,000 per change. The Superintendent will present the change order to the Board as an information item at its next scheduled meeting. It is understood that change orders will be authorized by the administration only when necessary to maintain progress of the work and will not substantively change the scope of project plans. Change orders which exceed \$50,000 will require prior Board approval.

Adoption date:

8334

USE OF CREDIT CARDS

The Board of Education permits the issuance of a district credit card to the District Clerk to pay for actual and necessary expenses incurred in the performance of work-related duties for the district. The credit card will be in the name of the District Clerk and the school district. The Board shall ensure that the district preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper district charge, or supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, the Board will ensure that no claim shall be paid unless an itemized voucher approved by the officer whose action gave rise or origin to the claim, shall have been presented to the Board and shall have been audited and allowed.

Credit cards may only be used for legitimate school district business expenditures. The use of credit cards is not intended to circumvent the district's policy on purchasing. The District Clerk must have a typed purchase order from the requestor, prior to using the credit card.

The User must take proper care of the credit card and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit card or failure to report damage, loss or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee. The User must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used.

The Executive Director for Finance and Operations shall establish regulations governing the issuance and use of the credit card. The cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying regulations shall be given to each cardholder.

The Executive Director for Finance and Operations shall periodically, but no less than twice a year, monitor the use of the credit card and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Cross-ref: 6700, Purchasing

6830, Expense Reimbursement

Ref: Education Law §§1724(1); 2524(1) (itemized, audited, and approved vouchers required)

Opns. St. Compt. No. 79-202 (use of multi-purpose credit cards by municipal employees)

Opns. St. Compt. No. 79-494, Opns. St. Compt. No. 78-897 (gas credit cards)

Adoption date: December 13, 2011

The following policies are on the agenda for First Time Reading.

Trustee Wandasiewicz seconded by Trustee Gismervik made a motion to waive reading the policies and move them to second time discussion.

The motion was **CARRIED** by all present.

File: 1500 Public Use of Facilities
File: 5420 Student Health Services

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

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, JHCAA, JHCB, and JHCDA]

Adoption date: December 13, 2011

The following regulations/exhibits were on the agenda for Board review/revision:

1500-R

PUBLIC USE OF SCHOOL FACILITIES REGULATION

These regulations have been established in conformance with the regulation stated in Section 414 of the Education Law of the State of New York.

1. All organizations that request the use of the West's Babylon's facilities must provide a certificate of insurance naming the West Babylon Union Free School District as additional insured under the organization's general public liability insurance policy. The limit of liability must be no less than \$1,000,000 combined single limit for bodily injury and property damage and must specify save and hold harmless to the school district. The Board of Education reserves the right to waive and to add to this requirement on a case-by-case basis.
2. An application for use of the school premises [(other than gymnasiums and fields)] may be secured from the office of the Plant Facilities Administrator. *Said application must be completed and returned at least one week prior to the requested date of use.* [An application for gymnasium or fields may be secured from office of the Director of Physical Education, Health and Athletics. Said application must be completed and returned at least one week prior to the requested date of use.] *Applications for gymnasiums and fields are to be submitted in accordance with the following schedule:*

Season/Dates	Applicant's Submission Period
<i>April 1 – June 30</i>	<i>January 1 – January 31</i>
<i>July 1 – August 31</i>	<i>April 1 – April 30</i>
<i>September 1 – November 30</i>	<i>June 1 – June 30</i>
<i>December 1 – March 31</i>	<i>September 1 – September 30</i>

3. If approval is granted, a permit will be presented to the applicant. On day of use, applicants must present permits for review upon request of school officials (e.g. custodians, security, school administrators).
4. The applications shall not be transferable.
5. The applicant will not be admitted to the premises prior to the time stipulated on the application and must vacate the premises by [10:00] 9:30 p.m. Any deviation from this rule must be approved by the Plant Facilities Administrator. The Board of Education reserves the right to attach an appropriate fee for additional time granted. The custodian on duty has the authority of the Board of Education to request persons on the premises at [10:00] 9:30 p.m. to leave so that he/she may clear the area and close the school building.
6. Only those facilities and items of equipment that were requested and approved may be used by the applicant.
7. The approved application is valid only for use on the date or dates, at the hours, and for the purpose specified in the application.
8. The approved application must be exhibited upon request to any representative of the Board of Education.
9. The Board of Education reserves the right to impose a charge for the use of the premises according to the services rendered.
10. There shall be no smoking on school property.
11. The Board of Education reserves the privilege of requiring its custodians and/or security officers to be on duty during such use.
12. No application is valid unless signed by the Plant Facilities Administrator.

- 13. There shall be no gambling or use of intoxicating beverages at any time on the school premises. Such misapplication of school premises will automatically void any previous authorization given.
- 14. If refreshments are being served, such facts must be stated in the application, and the Plant Facilities Administrator reserves the right of designating the area where they may be served. Absolutely no food or drinks are allowed in the auditorium *and gymnasiums* at any time.
- 15. Applicants are responsible for breakage or damage to school property and shall reimburse the school district for said damages or breakage.
- 16. Applicants are responsible for maintaining adequate discipline for supervision of all event participants. Applicants should be particularly attentive to the appropriate supervision of children.
- 17. Only in extreme emergencies will verbal permission be given by a Plant Facilities Administrator for use of the buildings or grounds. A written notice, then, must be given to the custodian on duty in the areas concerned and a written form filled out at once for file purposes.
- 18. The school principal has the prior rights to the use of the school buildings and grounds and the Board of Education reserves the right to cancel any previously approved application for the use of premises if any unscheduled school activity arises which needs the use of the area.
- 19. The Board of Education reserves the right to cancel any approved application at any time for any reason that it may deem sufficient.
- 20. The Board of Education reserves the right to make changes and/or additions to these regulations at any time.
- 21. The policy of the Board of Education is that all meeting dates that fall during vacation periods are automatically canceled. However, upon the approval of the Plant Facilities Administrator, permission may be granted for vacation use if the groups using the buildings pay the district the appropriate rate deemed necessary in regard to the custodial staff.
- 22. The district sound and/or light systems cannot be altered in any way.
- 23. On the high school field, which abuts private residences, use shall be restricted as follows:

Sundays: Not available for use
 Saturdays: 8:00 a.m. to dusk

- 24. Whenever it becomes necessary to schedule a large number of people to use these fields, organizations wishing to do so may pay a fee for a custodian to open and monitor a building's bathroom.
- 25. When filing an application for use of a field, an organization containing a large number of participants will be required to submit a daily fields' usage schedule which will be forwarded to the security guards slated to be on duty.
- 26. 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.
- 27. All facility use fees (including all additional fees beyond the base use fee) must be paid in-full at least ten business days in advance of the date of facility use.
- 28. [Applications for gymnasiums and fields are to be submitted in accordance with the following schedule:

<u>Season/Dates</u>	<u>Applicants Submission Period</u>
SPRING April 1 — June 30	January 1 — January 31
SUMMER July 1 — August 31	April 1 — April 31
FALL September 1 — November 30	June 1 — June 30
WINTER December 1 — March 31	September 1 — September 30]

PUBLIC USE OF SCHOOL FACILITIES EXHIBIT - FEE SCHEDULE
[—Changes Effective January 1, 2013]

All groups will pay, in addition to the charges listed below, any custodial, cafeteria, and security wages and benefits deemed necessary by the *Executive Director* [Assistant Superintendent] for Finance & Operations. Unless otherwise noted, an “event” is defined as up to [three hours of access to the facility (inclusive of set-up and breakdown) and a “day” is defined as up to] eight hours of access to the facility (inclusive of set-up and breakdown).

[The Board of Education shall have the right to require a clean up bond based on the activities to be conducted on the school district premises, which sum will be applied to any charges necessitated by the activity for cleaning of the facility as a result of the activity.

I. West Babylon Groups (90% membership – West Babylon Residents and/or Employees)

Permit to be issued pending membership verification.

1. For Profit Organizations as may be permitted or required by law

Classroom	\$220 per event
K-8 Auditorium	\$540 per event
Gymnasium	\$540 per event
Cafeteria (excluding use of kitchen facilities)	\$325 per event
Fields (+\$120 for lights, if needed)	\$430 per event
Locker Room	\$325 per event
Parking Lot	\$325 per event

2. Not for Profit Organization where no entrance fee is charged

a. Voter approved budget – no charges

b. Contingency budget – PTA excluded from charges if part of business meetings.

Gymnasiums \$150 minimum for 3 hours or any part thereof. \$50/hr. after 3 hours or any part thereof.

Classrooms \$60 + \$ 5/hr for electricity. After 3 hours, \$20/hours

K-8 Auditorium \$150 for 3 hours or any part thereof. \$50/hr. after 3 hours or any part thereof

Cafeteria (No kitchen) \$90 for 3 hours and \$10/hr. for electricity. \$30/hr. after 3 hours or part thereof. If kitchen is needed, cafeteria worker’s salary and fringe benefits must be paid plus \$15 for 3 hours.

Fields \$90 per event or \$1000 per season. If football field lighting is needed, then \$20/hr. additional.

Locker Room \$90 for 3 hours or any part thereof. \$30/hr. after 3 hours or any part thereof.

Bathrooms \$50 for 3 hours or any part thereof. \$15/hr. After 3 hours or any part thereof.

3. Not for Profit Organization where an entrance fee is charged

Classroom	\$100 per event
K-8 Auditorium	\$240 per event
Gymnasium	\$240 per event

3 <u>Not for Profit Organization where an entrance fee is charged (cont'd)</u>		
High School Courtyard		\$250 per event
Parking lot		\$150 per event
Fields	(days 1 through 3)	\$190 per day
	(days 4 through 5)	\$ 95 per day
Saturday <u>or</u> Sunday (if used during week)		\$120 per day
Saturday <u>and</u> Sunday (if used during week)		\$150 per day
Saturday <u>only</u>		\$190 per day
Sunday <u>only</u>		\$190 per day
Lights		\$ 50 per day
Locker Room		\$140 per event
Cafeteria		\$140 per event

The annual per building fee for the School Afternoon Fun and Education (S.A.F.E.) Program not-for-profit child care of district students is \$4,200.

II. Non-West Babylon Organizations (less than 90% West Babylon Residents and/or Employees)

1. <u>For Profit Organizations</u>		
Classroom		\$240 per event
K-8 Auditorium		\$600 per event
Gymnasium		\$600 per event
High School Courtyard		\$250 per event
Cafeteria (excluding use of kitchen facilities)		\$360 per event
Fields (+ \$100 for lights, if needed)		\$480 per event
Locker Room		\$360 per event
Parking Lot		\$360 per event
2. <u>Not for Profit Organizations</u>		
Classroom		\$180 per event
K-8 Auditorium (up to 100 people)		\$250 per event
K-8 Auditorium (more than 100 people attending or fee charged)		\$450 per event
Gymnasium (up to 100 people)		\$250 per event
Gymnasium (more than 100 people attending or fee charged)		\$450 per event
High School Courtyard		\$250 per event
Parking Lot		\$270 per event
Fields	(days 1 through 3)	\$270 per day
	(days 4 through 5)	\$135 per day

Fields	\$450 per event
Fields/ K-8 Auditorium/Gymnasium (Additional time)	
▪ (up to 100 people)	\$ 80/hour
▪ (more than 100 people)	\$150/hour
Saturday <u>or</u> Sunday (if used during week)	\$200 per day
Saturday <u>and</u> Sunday (if used during week)	\$300 per day
Saturday <u>only</u>	\$270 per day
Sunday <u>only</u>	\$270 per day
Lights	\$ 50 per day
Locker Room	\$270 per event
Cafeteria	\$270 per event
Bathrooms	\$75 for 3 hours or any part thereof. \$25/hr. after 3 hours or any part thereof.]

Organizations declaring Not for Profit Status must submit proof (NYS Department of State Form DOS-1025).

		<i> Voter Approved Budget, No Charge for:</i>					
<i>For Profit Group</i>		<i>Not for Profit Group 51% WB</i>	<i>Not For Profit Group less than 51% WB</i>	<i>Contingent or No Approved Budget</i>	<i>WB</i>		
<i>Class Room</i>	<i>\$230</i>	<i>Class Room</i>	<i>\$0</i>	<i>Class Room</i>	<i>\$180</i>	<i>Class Room</i>	<i>\$115</i>
<i>K-8 Auditorium</i>	<i>\$560</i>	<i>K-8 Auditorium</i>	<i>\$0</i>	<i>K-8 Auditorium</i>	<i>\$420</i>	<i>K-8 Auditorium</i>	<i>\$280</i>
<i>Gymnasium</i>	<i>\$580</i>	<i>Gymnasium</i>	<i>\$0</i>	<i>Gymnasium</i>	<i>\$435</i>	<i>Gymnasium</i>	<i>\$290</i>
<i>Cafeteria</i>	<i>\$340</i>	<i>Cafeteria</i>	<i>\$0</i>	<i>Cafeteria</i>	<i>\$255</i>	<i>Cafeteria</i>	<i>\$170</i>
<i>Field</i>	<i>\$460</i>	<i>Field</i>	<i>\$0</i>	<i>Field</i>	<i>\$345</i>	<i>Field</i>	<i>\$230</i>
<i>Locker Room</i>	<i>\$340</i>	<i>Locker Room</i>	<i>\$0</i>	<i>Locker Room</i>	<i>\$255</i>	<i>Locker Room</i>	<i>\$170</i>
<i>Parking Lot</i>	<i>\$340</i>	<i>Parking Lot</i>	<i>\$0</i>	<i>Parking Lot</i>	<i>\$255</i>	<i>Parking Lot</i>	<i>\$170</i>
<i>HS Court Yard</i>	<i>\$250</i>	<i>HS Court Yard</i>	<i>\$0</i>	<i>HS Court Yard</i>	<i>\$190</i>	<i>HS Court Yard</i>	<i>\$125</i>

If the Kitchen is needed in coordination of an event, the cafeteria workers' salary will be additional regardless of whether or not there is an approved budget.

III. Use of the West Babylon High School Performing Arts Center by any Organization:

The event fee for use of the West Babylon High School Performing Arts Center is \$4,500.00 for an event of up to eight hours. An extended fee of \$210.00 per hour above the base fee applies for usage beyond eight hours during calendar day.

The event fee for use of the West Babylon High School Performing Arts Center for events such as dance competitions and concerts is \$6,000.00 for an event of up to eight hours. An extended fee of \$400.00 per hour above the base fee applies for usage beyond eight hours during a calendar day. There will be a cancellation fee of \$750.00 imposed for any cancellation with less than 30 days notice.

Applicants may be approved for the use of the Performing Arts Center to conduct a rehearsal in advance of their scheduled event. Rehearsal use will be for a block of up to four hours. In such cases, the facility use fee for the rehearsal will be half the event fee (i.e. \$ 2,250.00 or \$3,000.00) plus expenses for additional services if needed.

The determination of which fee schedule applies is at the sole discretion of the West Babylon Schools.

The event fee includes the use of the Performing Arts Center, and outside of school hours; the high school lobby, two changing areas (generally, Cafeteria A and the Senior Cafeteria), and two sets of bathrooms. A custodian and two technicians are assigned to each event.

Additional mandatory custodial and security services may apply. Determination of the extent of these mandatory services is at the sole discretion of the West Babylon Schools. The school district's staff will provide optional technical support for use of enhanced lighting, sound and stage capabilities. Technical support is provided at the rate of \$75.00 per hour for each support person.

Event sponsors and required to rent a dance floor (at their expense) for events that may damage the stage floor. All Performing Arts Center events require a minimum deposit of \$ 1,500.00 (cash or certified bank check). Additional deposits may be required.

The High School Courtyard may be used in conjunction with events held at the West Babylon High School Performing Arts Center. An additional security guard is required at a fee of \$25 per hour.

[Replaces in whole or in part former KG, KGA, KGB, and KG-R]

Promulgated: 12/08/2009

Revised: 11/27/2012

5420-R

STUDENT HEALTH SERVICES REGULATION

A. Immunization

[As per New York State requirements, children] *Children* must receive immunizations for diphtheria, polio, measles, mumps, rubella, hepatitis B, Haemophilus Influenzae Type b (Hib), pertussis, tetanus, pneumococcal disease (for children born on or after January 2008) and varicella prior to entering or being admitted to school *as indicated below*:

VACCINES	SCHOOL (K-12)
Diphtheria Toxoid-Containing Vaccine	Three doses
Tetanus Toxoid-Containing Vaccine and Pertussis Vaccine (DTaP, DTP)	Three doses if born on or after 1/1/2005
Tetanus, Diphtheria, and Pertussis Booster (Tdap)	Born on or after 1/1/1994 and enrolling in grades 6 through 10 one dose
Polio (IPV or OPV)	Three doses
Measles, Mumps and Rubella (MMR)	Two doses of measles-containing vaccine and one dose of each of mumps and rubella (preferably as MMR)
Hepatitis B	Three doses
Haemophilus influenzae type b (Hib)	Not applicable
Pneumococcal Conjugate Vaccine (PCV)	Not applicable
Varicella (Chickenpox)	Born on or after 1/1/1998 or born on or after 1/1/1994 and enrolling in grades 6 through 12 one dose

Parents must provide acceptable proof indicating required receipt of all vaccines in accordance with law and regulations.

A child may be excluded from the immunization requirements based on a physician determined health reason or condition. [This medical exemption must be signed by a] A physician licensed to practice in New York State *must sign this medical exemption.*

A child may also be excluded from the immunization requirements because the child's parent/guardian holds a genuine and sincere religious belief which is contrary to the practice of immunization. *The Board of Education will require specific documentation be submitted to the building principal.*

A child will not be admitted to school or allowed to attend school for more than 14 days without an appropriate immunization certificate or acceptable evidence of immunization. This period may be extended to 30 days on a case-by-case basis by the Building Principal if the child is transferring from another state or country and can show a good faith effort to get the necessary certification or other evidence of immunization.

When a student transfers out of the district, the parent/guardian will be provided with an immunization transfer record showing the student's current immunization status which will be signed by the school nursing personnel or the school physician. A transcript or photocopy of the immunization portion of the cumulative health record will be provided to the new educational institution upon request.

B. Communicable Diseases

Students who contract the following contagious and infectious diseases will be excluded from attendance in school for the period of time indicated below:

1. *Chicken Pox* *One week after skin eruption first appears, or until all scabs are dry.*
2. *Diphtheria* *For the period established by the student's physician.*
3. *Elevated Temperature* *Until 24 hours after temperature returns to normal.*
4. *Fifth Disease* *Until 24 hours after the temperature is less than 100.5 degrees.*
5. *German Measles* *Until recovery--not over 7 days after onset of rash.*
6. *Measles* *Until 4 days after onset of rash and student's physician approves the student's return to school.*
7. *Mumps* *Until recovery and all swelling has disappeared.*
8. *Strep Throat (including Scarlet Fever)* *Until 24 hours on antibiotic or student's physician approves the student's return to school.*
9. *Infectious Hepatitis* *Until recovery and student's physician approves the student's return to school (after isolation of student during first week of illness).*
10. *Whooping Cough* *Until recovery and student's physician approves the student's return to school.*

C. Administering Medication to Students in School

The administration of prescribed medication to a student during school hours is permitted only when the medication is necessary to allow the student to attend school or failure to administer the medication would seriously affect the student's health. [Any medication administration that is not consistent with acceptable prescribing practice will not be given by school personnel. The nurse has the right to refuse to administer medications not consistent with good care.]

Parent(s) or guardian(s) must present the following information:

1. a *signed* note from the family doctor containing the following information: student's name, the date and name of the medicine, dosage and time to be administered, and list of possible side effects; and,
2. a *signed* note from the parent(s) or guardian(s) giving the school nurse, teacher, Principal or other school staff permission to administer the medication; or

3. a medication request form (which includes the family doctor and parent signatures) must be filed with the school nurse.

The school nurse shall develop procedures for the administration of medication, which require that:

1. all medications will be administered by a licensed person unless the child is self-directed;
2. medications shall be securely stored in the office and kept in their original labeled container, which specifies the type of medication, the amount to be given and the times of administration; the school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication, and a notation of each instance of administration; and
3. all medications shall be brought to school by the parent(s) or guardian(s) and shall be picked up by the parent(s) or guardian(s) at the end of the school year or the end of the period of medication, whichever is earlier. If not picked up within five days of the period of medication, the medication shall be discarded.

An adult must bring the medication to school in the original container. The administering staff member should clearly label the medication with the time to be given and dosage.

Administering medication on field trips and at after-school activities

Taking medication on field trips and at after-school activities is permitted if a student is self-directed in administering their own medication. On field trips or at other after-school activities, teachers or other school staff may carry the medication so that the self-directed student can take it at the proper time.

If a student is going on a field trip but is not self-directed (i.e., fully aware and capable of understanding the need and assuming responsibility for taking medicine), then the district may:

- permit the parent or guardian to attend the activity and administer the medication.
- permit the parent to personally request another adult who is not employed by the school to voluntarily administer the medication on the field trip or activity and inform the school district in writing of such request.
- allow the student's health care provider to be consulted and, if he/she permits, order the medication time to be adjusted or the dose eliminated.

If no other alternative can be found, a school nurse or licensed person must administer the medication.

Administering epi-pen in emergency situations

The administration of epinephrine by epi-pen has become an accepted and extremely beneficial practice in protecting individuals subject to serious allergic reactions (e.g., individual has an anaphylactic reaction to a wasp sting or the ingestion of peanut butter).

Pursuant to Commissioner's regulations, registered professional nurses may carry and administer agents used in non-patient specific emergency treatment of anaphylaxis.

In addition, pursuant to SED guidelines, school nurses may provide training to unlicensed school staff in administering epi-pens, prescribed by a licensed prescriber, to a child who has been diagnosed with the potential for a severe reaction, in the event of the onset of a serious allergic reaction when a nurse is not available.

D. Student Medical Exams

In accordance with Sections 903 and 904 of the state Education Law, each student shall have a physical exam given by the school doctor or family physician (including a physician, physician assistant or nurse practitioner) upon entrance to school and at grades pre-kindergarten or kindergarten, two, four, seven and ten. Findings are to be kept on record at the school on forms that can be obtained from the school nurse. In addition, the school will request a dental health certificate according to the same schedule.

A student may be excluded from the medical examination requirements because the child's parent/guardian holds a genuine and sincere religious belief which is contrary to medical examinations. The request for exemption must be made [by both the parents/guardians and the family's clergyman] in writing.

In the event that the student's medical history reveals that they have a known life-threatening allergy, the school nurse, in conjunction with the family, student, child's teacher, and other appropriate staff, will develop and implement an individual health care plan which will guide prevention and response.

The district will work with students in the self-management of their life-threatening allergy, or other chronic health conditions, by:

1. Adequately training staff involved in the care of the child.
2. Assuring the availability of the necessary equipment and/or medications.
3. Providing appropriately licensed and trained persons on school premises, as required by law.
4. Providing ongoing staff and student education.

E. Illness in School

If a student becomes ill in school:

1. The nurse will determine if the student should remain in the dispensary or return to class.
2. The nurse will call the parent, guardian or substitute parent if he/she feels the student should go home. In general, a parent or guardian will pick up the student from school.
3. [The nurse will contact the Building Principal if he/she feels the child should be transported by bus to the home.]
4. If there is to be a change in bus routing in order to carry the student to his/her home, that decision will be made by the administrator and the transportation supervisor.
5. If the route is to be changed, the transportation supervisor shall inform the bus driver.
6. If no parent, guardian or substitute parent picks up the student at school, or if no parent/guardian or substitute parent will be home, the student will remain in the nurse's office until such time as a parent, guardian or substitute parent becomes available to assume responsibility for the child.

[E.] F Medical Emergency Record

All students shall have on file a medical emergency record which shall state the name and telephone numbers of the following:

1. the student's parent(s) or guardian(s) at home and work;
2. the student's next of kin;
3. a neighbor;
4. the family physician;
5. preferred hospital;]
6. any allergies or serious health conditions.

Promulgated: December 13, 2011

COMMITTEES:

The Policy Committee Meeting Minutes and the Curriculum Committee Meeting Minutes were read and are on file in the District Clerk's office.

BOARD OF EDUCATION – Budget DRAFT #1 – Anthony Cacciola and Jennifer Buscemi

Mr. Cacciola said that the trustees received budget draft #1 on Friday which includes the administrative recommendations for the educational program. He then turned the meeting over to Mrs. Buscemi with added comments by Dr. Farrelly and Mrs. Tona. Mrs. Buscemi explained that there is little breathing room left in the budget this year. Some of the changes included downsizing of staff, some through retirement incentives and a loss of a few due to declining enrollment. Mrs. Buscemi said that the proposed tax levy would be 3.67%. If the Board agrees to this amount she will send it to the state on March 1, 2013. Mrs. Tona reviewed PARCC Assessment mandates and Dr. Farrelly reviewed the staff reductions. Mrs. Buscemi also explained that the district faced unexpected costs this year through the losses of Hurricane Sandy including additional transportation costs. She added that this is why the district needs money in the bank. If the district were to face a contingency budget, 2.3 million dollars more budget cuts would be needed. Mr. Cacciola thanked Mrs. Buscemi and asked the trustees to send any questions to Mrs. Buscemi as soon as possible so she can have answers for them by February 21, 2013.

Residents Budget Statements:

Resident William Hill said that the district is not being truthful about the budget and that he believes there is money that the district is hiding it. Mrs. Buscemi said that the district has been transparent and that the budget information is available for all to see on the district's website. She added that the district is so transparent that the state auditors were able to complete almost half of their audit by reviewing the information that is on the website. After further discussion and comments Mr. Hill offered some disrespectful comments to Mrs. Buscemi. Board President Diane Thiel asked Mr. Hill to refrain from that type of speaking. Mr. Cacciola offered Mr. Hill the opportunity to sit down with Mrs. Buscemi to show her and the district where he believes all of this surplus money is located. Mr. Cacciola said the district would be very happy if it is there as he stated. Mr. Hill refused the offer. Mrs. Buscemi also noted that the district's financial statements are on the district's website and on page 43 Mr. Hill can see that the district ended last year with \$3,306,000. Mr. Cacciola thanked Mrs. Buscemi for doing a wonderful job.

OLD/NEW BUSINESS:

STATEMENT OF RESIDENTS:

Resident William Hill said that on a positive note he commended the staff for all of their efforts during hurricane Sandy's aftermath. Mrs. Thiel thanked him for ending on a positive note.

Resident Kristen Catapano said she is grateful for the budget so far and thanked the Board and Administration for doing what they have to do. She also encouraged any trustee or administrator who had not already joined South Bay PTA to know that there is still time, their PTA is working toward earning the PTA membership award.

In response to resident Dawn Conboy's question, Mr. Cacciola said that there are cameras in the halls of the HS, JHS and Santapogue school and a proposal for cameras in the remaining buildings. He said there are no cameras in the locker rooms, bathrooms or classrooms.

Mr. Cacciola asked anyone interested in being on the declining enrollment study group to complete the application, that is available on the district's website under "financial info", by February 22, 2013. He said that he anticipates a mid March commencement of the group. He reminded everyone that this is not a decision to close a building; it is a study of how best the district can utilize the buildings.

Trustee Bocca seconded by Trustee Scarlatos made a motion to adjourn at 9:48 p.m.

The motion was **CARRIED** by all present

Attested to: _____
District Clerk