

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 26, 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 7:00 p.m. and led those present in the salute to the flag.

Trustee Klein seconded by Trustee Gismervik made a motion to go into Executive Session at 7:01 pm. to discuss contract negotiations, personnel and legal matters.

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

The meeting reconvened at 8:00 p.m.

Trustee Wandasiewicz seconded by Trustee Klein made a motion to approve the minutes of the Regular meeting of February 12, 2013
Trustee Scarlatos was out of the room.

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

Statement of the Superintendent and/or Board of Education:

Mr. Cacciola congratulated the Science Olympiads for the making it to the state championships for the third year in a row.

Mr. Cacciola provided a follow up to concerns about the roof leaks addressed at the last meeting. He said he has spoken with the principals and head custodians and there are no major leaks. Minor leaks are being addressed by the roof contractor. The air quality concern in the offices of the Athletic Director and room 23 at Tooker Avenue from the last meeting was also addressed. The results of the air quality tests were all normal. The heating issues at the High School will require work that is outside of the scope of the energy performance contract. Mr. Graziano is getting pricing and will implement a plan of action.

Mr. Cacciola reviewed the timeline for the Superintendent's evaluation.

Diane Thiel suggested May 14 as the date for the Board to meet without the Superintendent to review the evaluation data and the Superintendent's self evaluation data. She asked the trustees to let her know as soon as possible if the May 14 day is a problem for anyone.

Mr. Cacciola noted that PTA Founders' Day is tomorrow evening at 7:00 p.m. in the PAC.

Statement of West Babylon Teachers Association:

WBTA President Patt Squicciarini congratulated the Science Olympiad team and their coaches for their success.

She also thanked Mr. Cacciola and Mr. Graziano for keeping everyone abreast of the leaks and heating concerns.

Statement of West Babylon Administrators' Association: None

Statement of CSEA Representative: None

Statement of Student Association Representative: None

Statement of PTA Council Representative:

PTA Council Vice President Jennifer Longo invited all to attend Founder's Day tomorrow evening.

Statement of Residents (Agenda Items): None

Superintendent's Report/Educational Presentation:

Mr. Cacciola said that there are no audit updates on the school calendar.

Board President Diane Thiel said that Mrs. Jones will e-mail the trustees about an upcoming Webinar on March 14 at noon in administration. If any of the trustees is interested in attending they should contact Mrs. Jones. Mrs. Thiel said that Mrs. Jones e-mailed the Board with information about the cost of using Board Docs. She said this can be discussed at the next meeting.

Trustee Campasano shared information about an article she read in the *On Board* newspaper about a questionnaire that assists in identifying

students who may be in need of services or are risk of needing services. She said that it gives some insight and might be something for the district to look into.

Trustee Scarlatos seconded by Trustee Campasano made a motion to approve the **Consent Agenda**

The motion was **CARRIED** by all present

BOARD OF EDUCATION

#BE-1

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

Half Hollow Hills Central School District

#BE-2

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

PERSONNEL

#PE-1

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

12-P-14 Professional Personnel

12-C-14 Civil Service Personnel

SCHEDULE 12-P-14 Professional Personnel Schedule

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

SCHEDULE 12-P-14 Professional Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<u>Building Effectiveness Team Members:</u>				After School & Summer Training Dates TBD	STLE Grant
<u>High School</u>					
Jabour, Lynette			\$85.27/hr.		
Jonasson, Christopher			\$58.55/hr.		
Losito, Christopher			\$85.27/hr.		
Kelly, Barbara			\$97.68/hr.		
Romeo, Marta			\$80.86/hr.		
<u>Junior High</u>					
Augustine, Janine			\$97.68/hr.		
Brower-Cohen, Christine			\$79.56/hr.		
Benvenuto, Charles			\$78.66/hr.		
Mack, Michael			\$76.46/hr.		
Rodgers, Ian			\$89.67/hr.		
Theo, Harry			\$89.67/hr.		
<u>Forest Avenue</u>					
Bergmann, Jennifer			\$80.86/hr.		
Christie, Diane			\$89.67/hr.		
Lynch, Jaclyn			\$67.65/hr.		
Miccio, Therese			\$78.66/hr.		
<u>John F. Kennedy</u>					
Flynn, Ann			\$83.06/hr.		
Giorgianni, Allison			\$85.27/hr.		
Hoppe, Lisa			\$97.68/hr.		
Shay, Meghan			\$78.66/hr.		
<u>Building Effectiveness Team Members:</u>				After School & Summer Training Dates TBD	STLE Grant
<u>Santapogue</u>					
Fitzgerald, Jeanne			\$97.68/hr.		
Heller, Rebecca			\$65.45/hr.		
Kormas, Marianne			\$78.66/hr.		
Turano, Nancy			\$97.68/hr.		
<u>South Bay</u>					
Castelli, Erin			\$85.27/hr.		
Chiquitucto, Alison			\$83.06/hr.		
Fazio, Hillary			\$97.68/hr.		
Ross, Michelle			\$89.67/hr.		
<u>Tooker Avenue</u>					
Alberts, Susan			\$97.68/hr.		
Gottlieb, Susan			\$78.66/hr.		
Kalinowski, Barbara			\$89.67/hr.		
Murray, Kathleen			\$97.68/hr.		

SCHEDULE 12-P-14 Professional Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Coach:				Spring, 2013	
Adamkiewicz, Felix	JV Head	Baseball	\$5,112.		
Student Teachers/Observers:				Spring, 2013	
DeJesus, Ariana	Elementary	TA			
DiNota, Charlie	Music	JH			
Fitzpatrick, Justin	Social Studies	HS			
Klein, Brendan	Social Studies	JH			
Thiel, Brittany	ESL	HS			
Per Diem Substitute:		DW	\$90./day	2012-2013	Certification [Chemistry 7-12]
Smyth, Casey					

SCHEDULE 12-C-14 Civil Service Personnel Schedule

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

*Emergency Conditional Appointment

FINANCE

#FI-1

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

FACILITIES

#FA-1

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

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

The equipment is outdated and no longer functioning.

POLICY REVIEW:

The following policies are on the agenda for second time discussion.

File: 1500 - Public Use of School Facilities

File: 5420 – Student Health Services

Trustee Wandasiewicz seconded by Trustee Campasano made a motion to move the policies to third time discussion.

The motion was **CARRIED** by all present

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

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

COMMITTEES: None

OLD/NEW BUSINESS:

The trustees discussed the current Board Evaluation Policy. The trustees shared their opinions about the current policy and made recommendations for changes. After discussion the Board agreed to change the policy to reflect evaluating the Board's goals rather than the Board members. Mrs. Jones will make the changes and send the policy to the trustees for review.

Budget Draft #2 – Jennifer Buscemi

Mrs. Buscemi presented the trustees with the second draft of the budget. She said that the CSEA contract was not ratified so that portion of the budget had to be revisited and the computers that were initially in the budget will have to be placed on the back burner. In response to Trustee Bocca's question, Mr. Cacciola said that this does not put the district behind; the district has a 5 year technology plan. However, they had hoped to be finished with the purchase by 2014-2015. Mrs. Buscemi said that the tax levy will be a little over a 2.6% increase. After some discussion, the trustees agreed that they would not be piercing the cap. Mrs. Buscemi will submit the current budget to the state on Friday. Mr. Cacciola said that the budget presentations will be on March 11, 2013 in Eagle Hall and on April 2, 2013 in the PAC.

STATEMENT OF RESIDENTS:

Residents Dennis Kranz and William Smith expressed frustration that there isn't a football coach, yet and with the hiring process. Mr. Kranz had concerns that the district did not have representation at the recent coaches' meetings, as well as the team not having supervision during the use of the weight room. Mr. Cacciola said that there is going to be a recommendation for a football coach on the March 12, 2013 agenda. Dr. Farrelly verified with Mr. Spinelli that he had been at the coaches' meeting.

Resident William Smith stated that he believed piercing the tax cap could make the district suffer in the future with possible loss of aid.

Resident Noreen Wood said she had no comment other than to say that the Board is doing a wonderful job.

Resident Nicole Mendolia expressed concern about a door being open an incident that occurred during pick-up time at SAFE. President Thiel suggested Mrs. Mendolia, and/or any other resident who sees something of concern in the district, contact the building principal. Mr. Cacciola provided an update about the security proposals for the district from Intralogic. Mr. Cacciola said that there will be buzzer systems installed in the HS, JHS and the Administration Buildings. In addition, the district is looking into panic buttons that will be connected directly to the police department, door ajar sensors, additional cameras, and swipe cards. Mr. Cacciola said that News 12 will interview the district regarding best safety practices on March 14.

In response to resident Kristen Catapano's question, Mrs. Tona said that Junior Achievement is a National Organization that screens the participants before they are permitted to come to present at schools.

Resident Terry Pastore said that for the record the SAFE program is very well monitored and does everything possible to keep the students safe.

Trustee Bocca seconded by Trustee Scarlatos made a motion to adjourn at 10:00 p.m.

The motion was **CARRIED** by all present

Attested to: _____
District Clerk