

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY - AUGUST 9, 2011

AGENDA

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

1. Call to order by presiding officer
2. Pledge of Allegiance to The Flag [7:00 P.M. - Meeting Convenes Followed by Student Presentation(s) and/or Executive Session]
[8:00 P.M. - Public Session Resumes Beginning with Item #3]
3. Approval of minutes of previous meeting(s): Regular Meeting: July 26, 2011
4. Statement of the Board and/or Superintendent:

**Miss Shannon Smith, Class of 2008 Graduate, and Director, Long Island Top Guns Inc.
2011 Summer Lacrosse Camp Donation to South Bay School**
5. Statement of West Babylon Teachers' Association Representatives
6. Statement of School Administrators' Association Representatives
7. Statement of C.S.E.A. Representatives
8. Statement of Student Association Representatives
9. Statement of PTA Council Representatives
10. Statement of Residents re: agenda items [15 minutes-limited to 3 minutes per speaker]*
11. Report of the Superintendent and/or Educational Presentation
12. Business Agenda [****Consent Agenda Items**]
 - A. **BOARD OF EDUCATION**
 - ** (R) Adoption of 2011-2012 District, Board and Superintendent's Goals (Res. #BE-1)
 - ** (R) Approval of Agency to Provide Nursing Services, as needed under BOCES RFP#08-104, to West Babylon School District Resident Students (Res. #BE-2)
 - ** (R) Approval of Harmony Heights to Furnish Educational Facilities for West Babylon School District Resident Handicapped Students (Res. #BE-3)
 - ** (R) Approval of Adults and Children with Learning and Developmental Disabilities, Inc. to Provide After School Therapeutic Recreation for a West Babylon School District Resident Student (Res. #BE-4)

B. PERSONNEL

- ** (R) 11-A-3 Board of Education
- ** (R) 11-P-3 Professional Personnel
- ** (R) 11-C-3 Civil Service Personnel (Res. #PE-1)

C. FINANCE

- ** (R) Budget Transfer (Res. #FI-1)
- ** (R) Approval of JP Morgan Chase Finance Agreement (Res. #FI-2)
- ** (R) Approval of Extension of West Babylon Driver Education Contract with Fitzgerald's Driving School (Res. #FI-3)

D. FACILITIES

- ** (R) Declaration of Obsolete Equipment (Res. #FA-1 through Res. #FA-2)

- 13. Policy Review:
 - A. Board Review - Recruiting and Hiring (First Time Reading) File:9240
 - B. Board Review - Recruiting and Hiring-Administrative Regulations (First Time Reading) File:9240-R
- 14. Board of Education Committee Reports
- 15. Strategic Plan Update
- 16. Old Business
- 17. New Business
- 18. Statements of Residents re: other district items [15 minutes-limited to 3 minutes per speaker]*
- 19. Adjournment [This should take place by 11:00 P.M.]

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

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY, AUGUST 9, 2011

RESOLUTIONS

BOARD OF EDUCATION

**#BE-1

RESOLVED: that the 2011-2012 District, Board and Superintendent's Goals, are adopted, as follows:

2011-2012 DISTRICT, BOARD, AND SUPERINTENDENT'S GOALS

DISTRICT GOALS 2011-2012

1. **Commit to a district-wide comprehensive long range strategic plan with measurable goals & objectives that are evaluated annually**
2. **Provide a rigorous and relevant instructional and co-curricular program for the purpose of raising student achievement to prepare students with skills for 21st century expectations**
3. **Develop communication methods to enhance relationships between the school district and the community**
4. **Maintain and enhance fiscal stability**
5. **Increase the use of technology throughout the school district**
6. **Recruit, develop and retain talented, qualified staff and educational leaders**
7. **Provide safe, healthy and well-maintained facilities**

BOARD GOALS 2011-2012

1. **Ensure the delivery of high quality instruction to improve student performance**
 - a. Monitor progress of the district's strategic plan
 - b. Review measurable goals & objectives that are evaluated periodically
 - c. At all meetings of existing district committees (BOE, SQT, SMT, SMC, SQRC, etc.) strategic planning will be an agenda item. (1.1.3)
2. **Commit to continued Board trustee staff development**
 - a. The Board of Education will attend professional development programs in order to remain current in the governance of the district. (1.2.2)

Continued

3. **Develop communication methods to enhance relationships between the school district and the community (2.1)**
 - a. By 2014, community involvement and participation at school and district events will increase by 20%. (2.5)
 - i) Increase voter participation
 - ii) Increase attendance at meetings and events
4. **Ensure the district remains fiscally responsible while maintaining quality educational programs for our students**

SUPERINTENDENT'S GOALS 2011-2012

1. **Support the 2011-12 District and Board Goals**
 - a. Emphasis on APPR mandate
2. **Maintain fiscal stability that addresses the needs of the district while balancing the community's commitment in difficult financial times**
 - a. Guide the district through the ramifications of the PROPERTY TAX CAP
 - b. Oversee and manage the use of fund balance and reserves, the redistribution of reserves, and the possible creation of new (capital) reserve categories. (3.1.2.10)
 - c. Establishment of Grant Committee (3.3.4)
 - d. Examine the impact of declining enrollment (3.1.4)
3. **Establish an Educational Foundation (separately or in cooperation with the Alumni Foundation)**

***BE-2

Resolved: that the West Babylon Board of Education approves the following agency to provide one to one nursing services to physically and/or mentally disabled West Babylon school district resident students and/or other services as needed under BOCES RFP #08-104:

Maxim Staffing Solutions

***BE-3

Resolved: that the West Babylon Board of Education approves the following private school to furnish educational facilities for West Babylon school district resident handicapped children for the 2011-2012 school year:

Harmony Heights

***BE-4

Resolved: that the West Babylon Board of Education approves the following private school to provide after school therapeutic recreation for a West Babylon school district resident student during the 2011-2012 school year:

Adults and Children with Learning and Developmental Disabilities, Inc.

PERSONNEL

***#PE-1

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

<u>11-A-3</u>	Board of Education
<u>11-P-3</u>	Professional Personnel
<u>11-C-3</u>	Civil Service Personnel

FINANCE

***FI-1

RESOLVED: that the West Babylon Board of Education approves the following budget transfer:

Account Code	Account Code Description & Transfer Explanation	From	To
A9060.8000	Health Insurance	\$27,502.00	
A1910.4490	Unallocated Insurance & Loss Fund		\$27,502.00
	Additional Cost of Workers' Compensation Insurance		

***FI-2

RESOLVED: that the West Babylon Board of Education agrees to finance two (2) Thomas vans through JP Morgan Chase for five (5) years commencing on February 5, 2012 and ending August 5, 2016 for an estimated financing amount of \$90,692.00 at an interest rate to be determined at time of execution. The vans will be added to the district's transportation fleet.

***FI-3

RESOLVED: that the West Babylon Board of Education agrees to extend the West Babylon Driver Education In-Car Contract with Fitzgerald's Driving School, Inc. at a rate of \$250.00 per student to be effective during Fall 2011/Spring 2012 and Summer 2012.

FACILITIES

***FA-1

RESOLVED: that the West Babylon Board of Education declares the reach-in refrigerator, listed below, obsolete:

Traulsen Reach-In Refrigerator
Model No. RH150
Serial No. 455
WB UFSD 002274 & 20072491

The refrigerator is located in the Senior High School cafeteria and can no longer be repaired.

***FA-2

RESOLVED: that the West Babylon Board of Education declares the portable heating serving cart, listed below, obsolete:

Thurmaduke Portable Heating Serving Cart #8156
Model No. EP4SR
Volts 118 AC Watts 3000

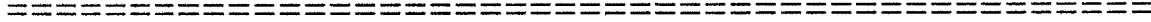
The refrigerator is located in the Junior High School cafeteria and can no longer be repaired.

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - AUGUST 9, 2011

PERSONNEL

(R) Schedules:	<u>11-P-3</u>	Board of Education
	<u>11-P-2</u>	Professional Personnel
	<u>11-C-2</u>	Civil Service Personnel



BOARD OF EDUCATION SCHEDULE

- I. Board of Education Schedule 11-A-3**
- A. 2011-2012 Pupil Personnel Appointments

PROFESSIONAL PERSONNEL SCHEDULE

- II. Professional Personnel Schedule 11-P-3**
- A. Family Medical Leaves
- B. Resignation
- C. PEL Recalls
- D. 2011 Summer School
- E. 2011 Summer Work

CIVIL SERVICE PERSONNEL SCHEDULE

- III. Civil Service Schedule 11-C-3**
- A. Returning from LOA

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2011-2012

BOARD OF EDUCATION APPOINTMENTS

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VII. Appointment of Pupil Personnel Committee in matters relating to the handicapped:

Central CSE:

Mr. Thomas Leonbruno, Senior High School Special Education Chairperson

Mr. Michael Mack, Junior High School Special Education Chairperson

Junior High School Sub-CSE:

Chairperson: Mr. Michael Mack

Senior High School Sub-CSE:

Chairperson: Mr. Thomas Leonbruno

SCHEDULE 11-P-3 Professional Personnel Schedule

Date of Meeting: August 9, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Buchwald, Jaime	Music Tchr.	HS		9/6/11 -	Family Medical Leave
Limperatos, Tara	English Tchr.	JH		9/6/11 -	Family Medical Leave
Marcin-D'Angelo, Allison	Guidance Counselor	HS		9/6/11 -	Family Medical Leave
Farrice, Kristi	Family & Consumer Science Tchr.	HS		9/7/11 -	Family Medical Leave
Williams, Arthur	Executive Director for Finance & Operations	BO		10/31/11	Resignation

The following probationary teachers are being recalled from the Elementary Preferred Eligibility List:

LoSardo, Deborah	Elementary Tchr.	SB	Step A-8-4/ \$72,708.	9/1/11	
Pino, Louise	Regular Substitute/ Elementary Tchr.	TA	Step A-7-3/ \$67,226.	9/1/11 – 6/30/12, or earlier at district's discretion	

The following probationary teacher is being recalled from the Foreign Language Preferred Eligibility List:

Romeo, Marta	Foreign Language Tchr.	HS	Step A-9-11/ \$93,684.	9/1/11	
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SCHEDULE 11-P-3 Professional Personnel Schedule

Date of Meeting: August 9, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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The following probationary teacher is being recalled from the Social Studies Preferred Eligibility List:

Clark, Kathryn	Social Studies Tchr.	JH	Step A-5-3/ \$61,982.	9/1/11	
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The following probationary teachers are being recalled from the Special Education Preferred Eligibility List:

Goodwin, Deborah	Special Ed. Tchr.	HS	Step A-6-3/ \$64,723.	9/1/11	
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Hands, Eileen	PT/Special Ed. Tchr. (.6)	JH	Step A-8-4/ \$72,708. (prorate @ 60%)	9/1/11 – 6/30/12	
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The following probationary teacher is being recalled from the Teaching Assistant Preferred Eligibility List:

Durkin, Kelly	Teaching Assistant	TA	Step TA-3-6/ \$38,615.	9/1/11	
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The following probationary teacher is being recalled from the Mathematics Preferred Eligibility List:

Kunzig, Christopher	PT/Mathematics Tchr. (.6)	HS	Step A-3-3/ \$57,214. (prorate @ 60%)	9/1/11 – 6/30/12	
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SCHEDULE 11-P-3 Professional Personnel Schedule

Date of Meeting: August 9, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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The following probationary teacher is being recalled from the Art Preferred Eligibility List:

Myers, Kelly	PT/Art Tchr. (.6)	HS	Step A-6-6/ \$72,232. (prorate @ 60%)	9/1/11 – 6/30/12	
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The following probationary teacher is being recalled from the English Preferred Eligibility List:

Ludwig, Cristina	PT/English Tchr. (.8)	HS	Step A-7-7/ \$77,238. (prorate @ 80%)	First Semester, 2011-2012	
Ludwig, Cristina	PT/English Tchr. (.6)	HS	Step A-7-7/ \$77,238. (prorate @ 60%)	Second Semester, 2011-2012	

Coaches:

Dewhirst, James	JV Head	Soccer (G)	\$5,074.	2011-2012 Fall	[resignation]
Terysen, Holly	"	"	\$5,074.	"	[repl. J. Dewhirst]
Coffin, Harry	Varsity Head	Wrestling	\$7,017.	Winter	[resignation]
TBD	"	"	\$7,017.	"	
Haugen, Hans	Varsity Head	Lacrosse (B)	\$6,340.	Spring	

Equipment Managers:

Ritacco, Albert	HS	\$4,075.50	2011-2012
Dahl, Robert	JH	\$4,075.50	

SCHEDULE 11-P-3 Professional Personnel Schedule

Date of Meeting: August 9, 2011

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

Regents Exams Accommodations Proctor: \$44.22/hr. 8/17/11 – 8/19/11
O'Leary, Stephen

Independent Study: \$44.22/hr. Summer, 2011
Valasquez, Idalia Spanish

Summer Work:

CSE Representatives: Summer, 2011
Leonbruno, Thomas \$78.07/hr.
Sabshon, Eileen \$72.71/hr.
Saumell, Eileen \$67.15/hr.

Mack, Michael Special Ed. Scheduling HS \$442.20/day up to 3 days Section 611 IDEA Grant

Additional Hours:

DeBlasio, Diane Master Technologist \$50.77/hr. [up to 50 hrs.]

SCHEDULE 11-C-3 Civil Service Personnel Schedule

Date of Meeting: August 9, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Martocci, Loretta	Paraprofessional (special ed. aide)		Step 4/ \$14.50/hr.	9/1/11	Returning from LOA

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - AUGUST 9, 2011

POLICY

- A. Board Review - Recruiting and Hiring (First Time Reading) (File:9240)
- B. Board Review - Recruiting and Hiring-Administrative Regulations
(First Time Reading) (File:9240-R)

RECRUITING AND HIRING

File: 9240

This is our former policies GCA, GCD and GCD-R with minor changes indicated by brackets and italics

[Professional Staff Hiring

File: GCD]

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

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

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

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

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

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

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

[Professional Staff Positions

File: GCA]

All professional positions in the school system will be established initially by the Board of Education.

In each case, the Board will approve the broad purpose and function of the position in harmony with state laws and regulations; approve a statement of job requirements as recommended by the Superintendent of Schools and delegate to the Superintendent the task of writing, or causing to be written, a job description for the position.

The Board wishes the Superintendent to maintain a comprehensive, coordinated set of job descriptions which set forth clear-cut responsibilities for all positions so as to promote harmony and efficiency in school operations.

Although positions may remain temporarily unfilled, only the Board may abolish a position it has created.

Legal Reference:

Regulations of the Commissioner, Part 80, 100

Source: NSBA

[Cross References:

CBA: Qualifications and Duties of the Superintendent

CCAE: Administrative Organization Chart

GCD: Professional Staff Hiring

Adopted: 09/11/91

Reviewed: 02/26/96

Reviewed: 4/3/06

Source: NSBA

Revised: 02/26/96]

Administrative Regulations: *RECRUITING AND HIRING*
[Hiring Procedures File: GCD-R]

9240-R

I. Hiring Procedures for Professional Personnel

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

* Optional

- * D. Ad Hoc Selection Committee: (As needed, Assistant Superintendent and Associate Superintendent)

1. Paper screen applications;
 2. Select those for interview;
 3. Informal reference check.
- E. Interview Process: > Principal/Supervisor > Associate Superintendent
1. Job Description;
 2. Determine optimum characteristics;
 3. Construct questions and tasks that would best identify those characteristics;
 - * 4. Construct a rating system;
 5. Arrange for the interviews with Principal/Supervisor/Associate Superintendent: a. People; b. Place; c. Time
- F. Conduct Interviews:
1. Plan the process: a. questioning format; b. Physical setting; c. Assignments;
 2. Post interview discussion and rating;
 3. Narrow selection.
- G. Formal Reference Check:
1. Visit;
 2. Call;
 3. Written material.
- H. Second Interview:
- Repeat steps "E" and "F" in more detail.
- I. Finalists meet with Superintendent.
- J. Final Choice:
1. Make recommendations to Superintendent:
 - a. Reasons for selection; b. Salary; c. Status of Employment
 2. Offer the position (contingent upon Board of Education approval);
 3. Board of Education approval of Superintendent's recommendation.
 4. Inform unsuccessful candidates
- * Optional
- K. Administrative Details:
1. Introductions;
 2. Orientation;
 3. Superintendent's Office;

4. Personnel Office;
5. Business Office.

II. Hiring Procedures for Non-Instructional Personnel

A. Establish Need: Operational Manager > School Business Administrator > Superintendent: or Principal >> Associate Superintendent > Superintendent

1. Contractual requirements;
2. Newly-established positions;
3. Vacancies due to resignations, death, retirement;
4. Vacancies due to leaves of absence (filled by substitutes);
5. Establish availability of funding - School Business Administrator.

B. Determine Criteria:

1. Civil Service requirements;
2. Skills required;
3. Previous experience;
4. Educational preparation;
5. Additional skills which would benefit job performance.

C. Recruitment: Associate Superintendent

1. Contractual requirements;
2. Eligible in-house candidates;
3. Local resources;
4. Civil Service;
5. Applications on file: All candidates for non-instructional positions will have applications on file in the personnel office;
- * 6. Newspaper advertisements.

D. Interview Process: Associate Superintendent

1. Paper screen applicants;
2. Select candidates from applications on file in Personnel Office;
3. Arrange interviews:
 - a. People; b. Place; c. Time

E. Conduct Interviews:

1. Associate Superintendent, Operational Manager, Principal/Supervisor, School Business Administrator;
2. Post interview discussion and rating;

3. Narrow selection.

F. Formal Reference Check:

1. Call;
2. Written material.

*G. Second Interview:

1. Repeat steps "E" and "F" if necessary;
2. All candidates may be required to meet with the Superintendent.

H. Final Choice: Operational manager >School Business Administrator >Superintendent or Principal/Supervisor > Associate Superintendent

1. Make recommendations to the Superintendent: a. reason for selection; b. salary; c. status of employment;
2. Offer the position (contingent upon Board approval);
3. Civil Service paperwork;
4. Inform unsuccessful candidates.

I. Administrative Details:

1. Introductions;
2. Orientation;
3. Personnel Office;
4. Business Office.

- Optional

Replaces Former Policies GCA, GCD & GCD-R

Revised: 02/26/96