

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, AUGUST 23RD, 2011, in the Board Room of the Administration Wing adjacent to the Senior High School.

Those present: Trustees James F. Bocca, Wendy DeGaetano, Patrick M. Farrell, Cathy Gismervik, Kathleen Jennings and Diane Thiel.

Trustees Carmine Galletta, Diane Klein and Peter Scarlatos were absent

Also present: Mr. Anthony Cacciola, Superintendent of Schools; Dr. Dominick Palma, Assistant Superintendent for Curriculum and Student Services; Mrs. Yiendhy Farrelly, Assistant Superintendent for Human Resources; Mr. Arthur Williams, Executive Director for Finance and Operations; Mrs. Amy E. Jones, District Clerk; Mr. William C. Morrell, Attorney; and residents.

The President opened the meeting at 7:02 pm and led those present in the Pledge to the Flag.

Trustee Thiel seconded by Trustee Jennings made a motion to executive session for personnel and legal matters at 7:03 p.m.

The motion was **CARRIED** by all present

The public portion reconvened at 8:00 p.m.

PRESENTATION: Thank you to Shannon Smith for her donation to South Bay School

Mr. Cacciola thanked Shannon Smith for her recent donation of \$6,500 to South Bay School's reconstruction account. He added that the trustees and administrators are overwhelmed and very appreciative of her donation. A photo was taken.

Statement of the Superintendent and/or Board of Education:

Mr. Cacciola said that the district received the excellent news that South Bay School passed its formal fire Marshall's inspection with flying colors. Mr. Cacciola thanked Mr. Graziano, Wally Corbett and Caralisa Grudner for all of their work and commitment to this project. He said a formal ribbon cutting ceremony is in the works for the near future.

Dr. Palma discussed the results of the grades 3-8 state assessments. He noted improvement and added that there is still more to be done. Dr. Palma stated that third graders overall did not do well. However the district's ranking has improved. He added that more data will follow in the next couple of weeks. In response to Trustee Jenning's question he said that it was unclear at this point why the 3rd graders struggled with the assessments. In response to Trustee Bocca's suggestion that perhaps stress was a factor, Dr. Palma said that might have had some effect on the scores. However, the stress on the students in West Babylon was no more, nor less than other districts. Mr. Cacciola said that the district's scores are not where we want it to be. Trustee Jennings noted that ELA Scores went down statewide and math scores increased.

Mr. Cacciola noted the Mrs. Farrelly attended a one week APPR training program last week. Mrs. Farrelly, who was trained as an evaluator for the new APPR, gave a brief overview of the program she attended. Mr. Cacciola said that Attorney Christopher Venator will be at the next meeting to address this topic.

Mr. Cacciola said that the district's website has been updated and the calendar is active. As a cost savings and an effort to "Go Green" there will be no mailed calendar this year.

<u>Statement of West Babylon Teachers Association:</u>	None
<u>Statement of West Babylon Administrators' Association:</u>	None
<u>Statement of CSEA Representative:</u>	None
<u>Statement of Student Association Representative:</u>	None
<u>Statement of PTA Council Representative:</u>	None
<u>Statement of Residents:</u>	None
<u>Superintendent's Report/Educational Presentation:</u>	None

Trustee Jennings seconded by Trustee Thiel made a motion to approve the **Consent Agenda**

The motion was **CARRIED** by all present

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)
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:

- 11-A-3 Board of Education
- 11-P-3 Professional Personnel
- 11-C-3 Civil Service Personnel

SCHEDULE 11-A-3, BOARD OF EDUCATION SCHEDULE

2011-2012

BOARD OF EDUCATION APPOINTMENTS

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

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

SCHEDULE 11-P-3 Professional Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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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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	
Hands, Eileen	PT/Special Ed. Tchr. (.6)	JH	Step A-8-4/ \$72,708. (prorate @ 60%)	9/1/11 – 6/30/12	

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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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	

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Coaches:				2011-2012	
Dewhirst, James	JV Head	Soccer (G)	\$5,074.	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:				2011-2012	
Ritacco, Albert			\$4,075.50		
Dahl, Robert	JH		\$4,075.50		
Summer School:					
Regents Exams Accommodations Proctor:		\$44.22/hr.	8/17/11 – 8/19/11		
O'Leary, Stephen					
Independent Study:					
Valasquez, Idalia Spanish_			\$44.22/hr.	Summer, 2011	
Summer Work:					
CSE Representatives:					
Leonbruno, Thomas			\$78.07/hr.	Summer, 2011	
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

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

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

AUGUST 9, 2011

'11- 49

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.

POLICY REVIEW:

Trustee Jennings seconded by Trustee Thiel made a motion to waive reading the policies and moved them for second time discussion.

The motion was **CARRIED** by all present

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

9240-R

[Hiring Procedures File: GCD-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

OLD/NEW BUSINESS:

Trustee Thiel said that the district is hoping to hold quarterly community engagement forums. She said that due to vacation conflicts, the meeting scheduled for August will likely be a brief subcommittee meeting and the big meeting will be scheduled for September.

The trustees agreed to September 6 at 6:00 p.m. for the South Bay ribbon cutting ceremony. Dignitaries and fire department members will be invited to tour the building.

The trustees also set the following dates for their annual building tours (required by law):

August 29th meeting at the JHS at 9:00 a.m. for the north schools

August 30th meeting at the bus garage at 5:00 p.m. for the south schools

COMMITTEES

Trustee Thiel will offer a report of today's curriculum committee meeting during the August 23, 2011 Board meeting.

STRATEGIC PLAN UPDATE

Mr. Cacciola said that APPR and the property tax cap will be addressed at the September 13, 2011 meeting. In addition, updates for the strategic plan will be on the district's website.

STATEMENT OF RESIDENTS:

Resident William Hill spoke about the recent assessment results.

Resident Martha Amato asked about a confidential student matter.

I

Trustee James Bocca seconded by Trustee Cathy Gismervik made a motion to Executive Session for matters of Negotiations and personnel at 8:55 pm.

The motion was **CARRIED** by all present

Trustee Bocca seconded by Trustee Thiel made a motion to adjourn at 10:15 p.m.

The motion was **CARRIED** by all present

Attested to: _____

District Clerk