

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY - AUGUST 24, 2010

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]
[8:30 P.M. - Public Session Resumes Beginning with Item #3]
3. Approval of minutes of previous meeting(s): Regular Meeting: August 10, 2010
4. Statement of the Board and/or Superintendent
5. Statement of West Babylon Teachers' Association Representatives
6. Statement of School Administrators' Association Representatives
7. Statement of C.S.E.A. Representatives
8. Statement of Student Association Representatives
9. Statement of PTA Council Representatives
10. Statement of Residents re: agenda items [15 minutes-limited to 3 minutes per speaker]*
11. Report of the Superintendent and/or Educational Presentation:

Risk Assessment - Internal Auditor's Report
R. S. Abrams & Co., LLC - Mr. John Luke and Ms. Lisa Hart

12. Business Agenda [****Consent Agenda Items**]
 - A. **BOARD OF EDUCATION**
 - ** (R) Approval of Harmony Heights School to provide Special Education Services for West Babylon School District Resident Handicapped Students (Res. #BE-1)
 - B. **PERSONNEL**
 - ** (R) 10-P-4 Professional Personnel
 - ** (R) 10-C-4 Civil Service Personnel (Res. #PE-1)

- C. **FINANCE**
 - ** (R) Revised Tax Anticipation Note Resolution (Res. #FI-1)
 - ** (R) Acceptance of Donations (Res. #FI-2)
 - ** (R) Award of Bid (Res. #FI-3)

- D. **STUDENT SERVICES**
 - ** (R) Recommendations of the Committee on Special Education (Res. #SS-1)

- E. **FACILITIES**
 - ** (R) Declaration of Obsolete Equipment (Res. #FA-1 through Res. #FA-3)

- 13. Policy Review:
 - A. Board Review - Medical Examinations (First Time Reading) (File:9310)
 - B. Board Review - Family and Medical Leave (First Time Reading) (File:9520.2)
 - C. Board Review - Family and Medical Leave Regulation (Review) (File:9520.2-R)
 - D. Board Review - Assistant Superintendent for Human Resources (First Time Reading) (File:CBB)
 - E. Board Review - Management Team (First Time Reading) (File:CCA EA)
 - F. Board Review - Assistant Superintendent for Curriculum & Student Services (First Time Reading) (File:CDB)
 - G. Board Review - Plant Facilities Administrator (First Time Reading) (File:CDD)
 - H. Board Review - Director of Student Services (First Time Reading) (File:CDG)
 - I. Board Review - Director of Language Arts & Testing (First Time Reading) (File:CDI)

- 14. Board of Education Committee Reports

- 15. Strategic Plan Update

- 16. Old Business

- 17. New Business: **South Bay School Update**
 Mr. Anthony Cacciola, Superintendent of Schools

- 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 24, 2010

RESOLUTIONS

BOARD OF EDUCATION

**#BE-1

RESOLVED: that the following private school is approved to provide Special Education Services for West Babylon School District resident handicapped students:

Harmony Heights

PERSONNEL

***#PE-1

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

10-P-4

Professional Personnel

10-C-4

Civil Service Personnel

FINANCE

**#FI-1

RESOLVED: that the following resolution replaces the Tax Anticipation Note Resolution which appeared on the June 8, 2010 Board of Education agenda:

THE BOARD OF EDUCATION OF THE WEST BABYLON UNION FREE SCHOOL DISTRICT, NEW YORK, AUTHORIZES THE ISSUANCE OF NOT TO EXCEED \$20,000,000 TAX ANTICIPATION NOTES IN ANTICIPATION OF THE RECEIPT OF TAXES TO BE LEVIED FOR THE FISCAL YEAR ENDING JUNE 30, 2011 RESOLVED BY THE BOARD OF EDUCATION OF THE WEST BABYLON UNION FREE SCHOOL DISTRICT, IN THE COUNTY OF SUFFOLK, NEW YORK, AS FOLLOWS:

Section 1.

Tax Anticipation Notes (herein called "Notes") of West Babylon Union Free School District, in the County of Suffolk, New York (herein called "District"), in the principal amount of not to exceed \$20,000,000, and any notes in renewal thereof, are hereby authorized to be issued pursuant to the provisions of Sections 24.00 and 39.00 of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called "Law").

Section 2.

The following additional matters are hereby determined and declared:

- (a) The Notes shall be issued in anticipation of the collection of real estate taxes to be levied for school purposes for the fiscal year commencing July 1, 2010 and ending June 30, 2011, and the proceeds of the Notes shall be used only for the purposes for which said taxes are levied.
- (b) The Notes shall mature within the period of one year from the date of their Issuance.
- (c) The Notes are not issued in renewal of other notes.
- (d) The total amount of such taxes remains uncollected at the date of adoption of this resolution.

Section 3.

The Notes hereby authorized shall contain the recital of validity prescribed by Section 52.00 of the Law and shall be general obligations of the District, and the faith and credit of the District are hereby pledged to the punctual payment of the principal of and interest on the Notes and unless the Notes are otherwise paid or payment provided for, an amount sufficient for such payment shall be inserted in the budget of the District and a tax sufficient to provide for the payment thereof shall be levied and collected.

Section 4.

Subject to the provisions of this resolution and the Law, and pursuant to Sections 50.00, 56.00, 60.00 and 61.00 of the Law, the power to sell and issue the Notes authorized pursuant hereto, or any renewals thereof, and to determine the terms, form and contents, including the manner of execution, of such Notes, and to execute arbitrage certifications relative thereto, is hereby delegated to the President of the Board of Education, the chief fiscal officer of the District.

Section 5.

The Notes shall be executed in the name of the District by the manual signature of one of the following: the President of the Board of Education, the Vice President of the Board of Education, the District Treasurer, the District Clerk, or such other officer of the District as shall be designated by the chief fiscal officer of the District; and shall have the corporate seal of the District impressed or imprinted thereon which corporate seal may be attested by the manual signature of the District Clerk.

Section 6.

This resolution shall take effect immediately.

***FI-2

RESOLVED: that the West Babylon Board of Education gratefully accepts the following donations:

\$855.00 from Mr. Justin Serina
\$50.00 from Mr. Kevin K. Benes

The donations are proceeds from a recent fundraising event which was facilitated by Mr. Serina to benefit South Bay School. The donations are to be deposited into the West Babylon Trust and Agency account and earmarked for South Bay School Relief.

***FI-3

RESOLVED: that the Meat and Miscellaneous Food Products Bid #C-383, as attached, for the 2010-2011 school year, be awarded, as follows:

T. A. Morris be awarded the entire Meat and Miscellaneous Food Products Bid #C-383 as the company has proven to be the responsible bidder.

STUDENT SERVICES

**#SS-1

RESOLVED: that the recommendations of the Committee on Special Education be approved.

FACILITIES

****#FA-1**

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

Kenmore Washer
Model #110
Serial #CE20111567
WB #002297

GE Dryer
Model #DVLR223EG6WW
Serial #D5768126A
WB # Unknown

The equipment is broken and cannot be repaired.

****#FA-2**

RESOLVED: that the West Babylon Board of Education declares the following equipment, located in the John F. Kennedy School kitchen, obsolete:

Glenco Star Two Door Reach-in-Freezer
Model #SLFA-48-TE
Serial #KK383041
WB New #20072180
WB Old #002608

The cost of repairing the equipment is more expensive than purchasing a new freezer.

****#FA-3**

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

Xerox Memorywriter
Model #6015
Serial #02C-120044
WB #001039 & 17631

The equipment is broken and cannot be repaired.

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - AUGUST 24, 2010

PERSONNEL

(R) Schedules: 10-P-4 Professional Personnel
 10-C-4 Civil Service Personnel



PROFESSIONAL PERSONNEL SCHEDULE

I. Professional Personnel Schedule 10-P-4

- A. Family Medical Leaves
- B. Resignation
- C. 2010 Summer Work
- D. 2010 Summer School
- E. Fall, 2010 Student Teachers/Observers/Interns
- F. 2010-2011 Per Diem Substitutes

CIVIL SERVICE PERSONNEL SCHEDULE

II. Civil Service Personnel Schedule 10-C-4

- A. Family Medical Leave
- B. Resignation
- C. 2010-2011 Per Diem Substitute

SCHEDULE 10-P-4, Professional Personnel Schedule

Date of Meeting: August 24 , 2010

Page 1 of 4 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Busch,Heather	Social Studies Tchr.	HS		9/2/10 -	Family Medical Leave [date change]
DeCarlo,Kelly	Special Ed. Tchr.	SA		9/7/10 -	Family Medical Leave
Kelskey,Christina	Elementary Tchr.	SA		9/2/10 -	Family Medical Leave [continuance]
Lagan-Benevento,Erin	Social Studies Tchr.	HS		9/2/10 -	Family Medical Leave [continuance]
DeLuca,Jill	Speech Tchr.	SB		9/24/10 -	Family Medical Leave [date correction]
Pino,Louise	Teaching Asst.	TA		9/1/10	Resignation [to remain in prob.elem.post]

SCHEDULE 10-P-4, Professional Personnel Schedule

Date of Meeting: August 24, 2010

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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2010 Summer Work:

Germano, Charles	Instructional Technology		\$4,062.96	8 full days	[additional need]
DeBlasio, Diane	Master Technologist		\$49.67/hr.	40 hrs.	[additional need]
LaMantia, Joanne	Registered Nurse		\$31.37/hr.	12 hrs.	Screening for Physicals

Regents Proctors & Graders:

			\$43.36/hr.	Summer, 2010	
Mendoza, Aimee					
Thorschmidt, Joanne					

Regents Preparation Course Instructors:(3hrs/5 days) \$43.36/hr.

Briody, Donna	English			August, 2010	
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Social Worker Interns:

				Fall, 2010	
*DeLucia, Lori		HS			
*Fassino, Christopher		HS			

Student Teachers/Observers:

				Fall, 2010	
Anning, Michelle	Elementary	JK			
Vene, Sabrina	Elementary	SB			

*Emergency Conditional Appointment

SCHEDULE 10-P-4, Professional Personnel Schedule

Date of Meeting: August 24, 2010

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Per Diem Substitutes:

		DW	\$90./day	2010-2011	
Calabrese,Christine					
Ceccarelli,Christina					
Cohen,Daniel					
Johnson,Danielle					
Mazzapelle,Melissa					
Saffren,Barry					
Smith,Marissa					
Vessa,Tricia					

Per Diem RN Substitutes:

		DW	\$120./day	2010-2011	
Daly,Adair					
Moore,Barbara					
Renzulli,Christine					

SCHEDULE 10-C-4 Civil Service Personnel Schedule

Date of Meeting: August 24, 2010

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Licciardi,Patricia	Senior Clerk Typist	BO		9/20/10 -	Family Medical Leave
McPhail,Meredith	PT/Physical Therapist (.4)	TA		8/17/10	Resignation
<u>Per Diem Substitute:</u>			\$10./hr.	2010-2011	Custodian
*Mariconda, Frank					

*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT

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FINANCE

Award of Meat and Miscellaneous Food Products Bid #C-383 (Res. **#FI-3)

Bids were opened in the Business Office on July 26, 2010 at 9:00AM for Meat and Misc. Food Products for the School Lunch Program for September 1, 2010 through August 31, 2011 - C-383.

Bids were sent to the following vendors:

DiCarlo Dist.	TA Morris	Landmark Food Corp.
1630 N. Ocean Ave	50 Sawgrass Drive	31 Prospect Place
Holtsville, NY 11742	Bellport, NY 11713	Deer Park, NY 11729

The following bids were received:

	<u>TA Morris</u>	<u>Savory</u>
1. Bacon	4,288.00	5,328.00
2. Beef Frankfurters	1,856.00	1,799.20
3. Chicken Nuggets	50,868.00	22,428.00
4. Butter	5,266.80	5,316.50
5. Frozen Juice Bars	3,540.00	3,952.00
6. Cream Cheese	3,978.00	4,154.80
7. Pepperoni	1,816.00	915.60
8. Potato Fries	13,176.00	14,742.00
9. Potato Puffs	1,152.00	1,670.40
10. Orange Juice	8,480.00	8,790.00
11. Apple Juice	7,776.00	8,376.00

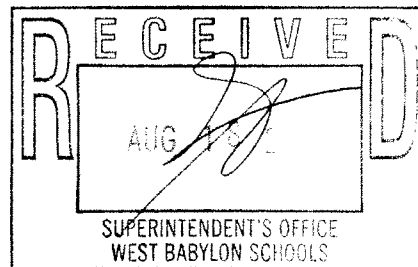
Adrienne Goldenbaum, School Food Service Director recommends TA Morris be awarded the entire Meat & Misc. Food Products Bid C-383. Adrienne had exceptions with Savory Foods bid proposal:

1. They added a minimum drop of \$250.00
2. They did not notarize their bid
3. They did not bid on the proper chicken nugget. Specs were for Tyson 3858 or equal (which is 30.6 lb case), Savory bid on Tyson 2378 which is a 10.62lb case or \$1.76 per lb.. TA Morris bid on the 3858 product which comes out to \$1.39 per lb..

TA Morris has proven to be a responsible bidder.



 Arthur Williams, Executive Director for Finance & Operations



WEST BABYLON UNION FREE SCHOOL DISTRICT

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POLICY

- A. Board Review - Medical Examinations (First Time Reading) (File:9310)
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- I. Board Review - Director of Language Arts & Testing (First Time Reading) (File:CDI)

PHYSICAL AND MENTAL EXAMS

The Board of Education seeks to provide a healthful and safe working environment for the total school community. The Board employs individuals who have physical and mental capacity which will enable such employee to reasonably perform the duties required of the position, and to assure that all employees have a standard of health that will contribute to the safe, healthy and efficient performance of work.

Medical Examinations

The Board requires that all job offers be conditioned upon a satisfactory medical evaluation, and all probationary employees who are eligible for tenure, as well as employees recommended in writing by their supervisor, undergo a medical exam by their own physician or by the school physician. Failure to undergo a required medical exam is grounds for disqualification or dismissal.

No applicant or employee will be discriminated against because of any disability or speculation that such person's future health would be at risk in performing his/her duties. Inability to perform the essential functions of the job with or without reasonable accommodation may be grounds for disqualification or dismissal

Adoption Date:

FAMILY AND MEDICAL LEAVE

Consistent with the federal Family and Medical Leave Act (FMLA) of 1993 as amended, the Board of Education recognizes the right of eligible employees to unpaid family and medical leave for up to twelve (12) workweeks during any twelve (12) month period. The Board shall ensure that all eligible employees who use such leave shall have their health benefits continued and shall be returned to an equivalent position according to established Board practices, policies and collective bargaining agreements.

To be eligible for FMLA an employee must have been employed for at least twelve months and have worked at least 1,250 hours during the prior twelve months.

FMLA leave shall be granted for the following reasons:

1. the birth and care of a newborn child of the employee;
2. the adoption or foster placement of a child;
3. to care for an employee's spouse, parent, or child with a serious health condition;
4. due to a serious health condition that makes the employee unable to perform the essential functions of the employee's job;
5. for a qualifying exigency as defined in law and regulation, arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to a total of 26 workweeks of unpaid leave in a single 12-month period to care for the service member who is seriously ill or injured in the line of duty.

An employee may elect, or the district may require, an employee to use accrued paid vacation, personal or family leave for purposes of an FMLA leave. An employee may elect, or the district may require, an employee to use accrued vacation, personal, or medical/sick leave for purposes of a medical leave.

The employee shall notify the district of his/her request for leave, if foreseeable, at least 30 days prior to the date when the leave is to begin. If such leave is not foreseeable then the employee shall give such notice as is practical. The district may require a certification from a health care provider if medical leave is requested. When an employee returns following a leave, he/she must be returned to the same or equivalent position of employment. The Superintendent of Schools or designee may reassign a teacher consistent with the teacher's agreement to a different grade level, building or other assignment consistent with the employee's certification and tenure area.

The Board shall ensure that FMLA is provided to all eligible employees, unless they are covered by a collective bargaining agreement which provides greater leave benefits than this Act.

The district shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning enforcement of the law.

Ref: 29 U.S.C. §§ 207, 2601, 2611, 2612, 2613, 2614, 2618, 2619.
29 CFR 825.110, 825.309, 825.600, 825.603, 825.800.

Replaces in whole or in part former policy GCBF

Adoption date:

FAMILY AND MEDICAL LEAVE REGULATION

Consistent with the federal Family and Medical Leave Act of 1993 (FMLA) as amended, the Board of Education shall provide up to twelve (12) work weeks of unpaid leave in a twelve (12) month period for its eligible employees. In addition, FMLA provides eligible employees with 26 workweeks of leave in a single 12 month period to care for a covered service member with a serious illness or injury incurred in the line of duty.

An eligible employee must have been employed for at least twelve months, have worked at least 1,250 hours during the prior twelve months, and be employed at a worksite where at least 50 employees are employed by that employer within a 75 mile radius of that worksite.

Right to Benefits During Leave

An eligible employee is entitled to a total of twelve workweeks of unpaid family and medical leave. Any employee who uses the unpaid leave shall have his/her health benefits continued during the leave, shall not have any previously accrued benefits altered and shall be returned to an equivalent position according to established Board policies and collective bargaining agreements. The employee is not entitled to accrue seniority during the leave.

An employee may elect, or the district may require, an employee to use available paid leave time for purposes of a family or medical leave. However, an employee may only use accrued paid leave in accordance with the applicable collective bargaining agreement.

Family and Medical Leave

Family leave is available when a child is born to the employee, adopted by an employee or one is placed with the employee for foster care. Medical leave is available in order for the employee to take care of a spouse, child, parent who has a serious health condition, when the employee has a serious health condition rendering him/her unable to perform the functions of the employee's job. Military caregiver leave is available to employees who are family members of covered service members with a serious illness or injury incurred in the life of duty on active duty. Military caregiver leave is a special entitlement that allows the employee to extend FMLA leave to 26 workweeks. Qualifying exigency leave is available to employees when a family member is called to active duty in support of a contingency operation.

A child shall include any individual whether biological, adopted, a foster child, a stepchild, a legal ward, or a child standing in loco parentis who is under eighteen years of age or, if over eighteen, is incapable of self-care due to a mental or physical disability. A parent shall include the biological parent of the employee or an individual who stood in loco parentis to the employee when he/she was a child. Next of kin shall mean the nearest blood relative other than spouse, parent, son, and/or daughter, as defined in federal regulation.

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

Family leave must be taken within one year of the birth or placement of the employee's child. If both spouses are employed by the district, the combined amount of leave for family leave or medical leave may be limited to twelve weeks.

Notice to Take Leave

The employee shall notify the district of his/her request for family or medical leave at least 30 days prior to the date when the leave is to begin, when such leave is foreseeable. If such leave is not foreseeable then notice shall be given as early as is practical. If the employee requests medical leave, reasonable attempts shall be made to schedule treatment so as not to disrupt the district's operations.

Employees, absent unusual circumstance, must comply with the district's usual and customary notice and procedural requirements for requesting leave.

Intermittent Leave

An employee who requests family leave, shall not be provided intermittent leave or a reduced leave schedule unless the employee and district mutually agree. Intermittent leave may be provided for medical leave, however, the district may transfer the employee to a comparable position if it will better accommodate such intermittent periods of leave. For instructional employees who request medical leave and it is foreseeable that the medical treatment shall cause the employee to be on leave for more than 20% of the total number of working days in the period of leave, the district may require the employee to take a block of time or to transfer to an equivalent position for which the employee is qualified, but which better accommodates intermittent periods of leave.

Military Leave: Leave Related to Active Duty or a Call to Active Duty

If the necessity for leave because of a qualifying exigency arising from the fact that a family member is on active duty or has been notified of an impending call to active duty is foreseeable, the employee shall give such notice to the district as soon as is reasonable and practicable.

The School Board may require that a request for leave because of a qualified exigency arising from the fact that the employee's spouse, son, daughter, or parent is on active duty or has been notified of an impending call to active duty be supported by a certification issued in accordance with regulations.

Certification

The district may require the employee requesting medical leave to present a certification from the health care provider of the person for whom the employee is taking the leave. Upon request by the district, the employee must provide the certification within 15 days. The certificate shall include:

- 1. the date on which the serious health condition commenced;*
- 2. the probable duration of the condition;*
- 3. the appropriate medical facts within the knowledge of the health care provider regarding the condition;*
- 4. a statement that the employee is needed to care for the family member and an estimate of the amount of time that such employee shall be needed or a statement that the employee is unable to perform the functions of the employee's position; and*
- 5. the dates and duration of medical treatment if the request for intermittent leave is for a planned medical treatment.*

If the district doubts the validity of the certification, then, at the district's expense, a second opinion may be required from a health care provider selected by the district. The school physician cannot give this opinion. If the two opinions conflict, a third health care provider, at the district's expense, may be chosen by the two parties to render a final opinion.

Restoration

An instructional employee who begins any type of leave at least five (5) weeks before the end of an academic term, may be required not to return until the new term begins if the leave is at least three (3) weeks long and the employee would return during the last three (3) weeks of the term.

An instructional employee who begins leave, for any purpose other than personal illness, less than three (3) weeks prior to the end of the term and the leave is longer than five (5) working days, may be required not to return until the new term begins.

Failure to Return

The district may recover the health care premiums paid during the leave if the employee fails to return from the leave. However, recovery cannot occur if the employee fails to return because of the continuation, recurrence, or onset of a

Executive Director [Assistant Superintendent] for Human Resources**File: CBB**

The Executive Director for Human Resources plans, coordinates and supervises the personnel department in accordance of New York State laws and district policies.

The duties and responsibilities of the *Executive Director* for Human Resources are as follows:

I. PERSONNEL

1. Coordinates all activities related to staffing needs and staffing projections.
2. Develops and reviews policies and administrative regulations pertaining to personnel functions.
3. Develops job descriptions and posts position openings for all district staffing.
4. Recruits appropriate staff for all positions. Participates in BOCES recruitment service as an on-campus recruiter.
5. Supervises personnel department in processing applications for employment, including maintenance and regular review of files, receipt of references and credentials, confirmation of certificates or civil service classifications, and notification to candidates about appointment status.
6. Screens candidate applications to establish interview fields for open positions.
7. Establishes procedures and schedules for interviews, writing samples, classroom observations, tests and other processes leading to employment recommendations.
8. Prepares recommendations for appointment, placement, and salary with backup information for the Superintendent of Schools.
9. Makes recommendations concerning leaves of absence in accordance with laws and contracts.
10. Reviews and recommends salary changes based on graduate or in-service credits per contracts.
11. Reviews all in-service courses to provide prior approval for credit.
12. Recruits, interviews, and recommends substitute employees in all job classifications.
13. Maintains all personnel records.
14. Develops and conducts orientation program for new personnel.
15. Prepares and maintains seniority lists.
16. Processes and recommends co-curricular and coaching appointments.
17. Interviews and places all student interns, student observers, and student teachers in liaison with colleges and universities.
18. Processes and recommends action regarding letters of resignations, transfers, promotions, etc.
19. Prepares brochures, literature, statistics, and other data for public information related to the district's personnel.
20. Supervises the development of school board personnel agendas.
21. Coordinates the district's Employee Assistance Program.
22. Supervises the evaluation of all district personnel. Reviews all summative evaluations. Participates in dispute resolution regarding evaluations.
23. Observes all non-tenured and regular substitute teachers annually.
24. Reviews all conference requests, administrative assignments, home teaching payroll sheets, tutorial units, and chaperone units.
25. Plans and implements in-service and staff development programs for all employees (with the Assistant Superintendent, building principals, and directors).
26. Serves as Title IX Compliance Officer to process all sexual harassment complaints involving staff members.

27. Chairperson of the District *Employee* Wellness Committee.
- [28]. [Co-chairperson of the District Software Selection Committee.]
- 28.[29] [Serves as chief district resource person in bargaining with all employee units]. *Serves as a key member of the district's negotiating team.*
- 29[30] Assists in the implementation of the grievance procedures as specified in respective contracts.
- 30[31]. Member of the Labor Management Council which meets to resolve employee related issues.
- 31[32]. Assists labor counsel and attends arbitrations related to employee contracts.
- 32[33.] Contributes to budget development, particularly pertaining to staff and salary codes, district-wide extracurricular, substitute teacher, chaperone and staff development codes.

II. GENERAL ADMINISTRATION

1. Regularly attends and participates in Board of Education meetings, Budget Workshops, etc.
2. Serves as a member of the SMC, SMT, and SQRC.
3. Serves as a hearing officer when designated by the Superintendent.
4. Serves as district liaison to SCOPE Staff Development Committee and SCOPE Technology Planning Committee.
5. Regularly attends BOCES meetings for personnel administrators and participates in programs related to other key functions.
- [6]. [Supervises the Senior Guard in the management of security services, health & safety, and emergency preparedness.]
- [7]. [Supervises the Director of Health, Physical Education, and Athletics]
6. *Serves as the district's student residency officer.*
7. *Responsible for the preparation, submission and utilization of federal and state grant funding.*
10. *Responsible for and involved in the preparation of human resource reports in conjunction with the Superintendent and district administrative leaders.*
11. *Assists the Superintendent in the supervision of principals, directors and district-wide coordinators.*
- 12 [8]. Assumes other responsibilities as assigned by the Superintendent of Schools.

Adopted: 04/18/00

Revised: 03/31/08

DRAFT

First Time Reading 08/24/10

Management Team

File: CCAEA

In order to provide continuity in decision making and sharing of information, in the absence of the Superintendent of Schools, refer matters to the Assistant Superintendent for Curriculum & Student Services. In the absence of both, refer matters to the [Assistant Superintendent] *Executive Director* for Human Resources. In the absence of all three, refer matters to the *Executive Director* [Assistant Superintendent] for Finance *and Operations*.

Cross Reference: File CCAE

Adopted: 9/14/92
Revised: 4/26/93
Revised: 10/27/97
Revised: 2/5/07
Revised: 3/31/08

Assistant Superintendent for Curriculum and Student Services**File: CDB**

The Assistant Superintendent is continually involved in promoting those practices which are both educationally sound and of maximum value to the students of West Babylon. To achieve those goals, it is incumbent upon the Assistant Superintendent that specific responsibilities be noted as follows:

1. Administrative Responsibilities

- (a) To assist the Superintendent and the Board of Education in formulating policy related to instruction, curriculum, and student services.
- (b) To offer the services of the curriculum center to members of the elementary and secondary staffs in all endeavors related to instruction, curriculum awareness, student services, change or innovation.
- (c) To coordinate the effective functioning of district-wide curriculum activities.
- (d) To cooperate with, and to assist wherever and whenever possible, those involved in the planning of school buildings to meet educational needs.
- (e) To assist the Superintendent, [Associate Superintendent] *Executive Director for Human Resources* and building principals in matters pertaining to teacher selection, assignment, and evaluation.
- (f) To be responsible for and involved in the preparation of reports in conjunction with the Superintendent and district administrative leaders.
- (g) To assist in the supervision and in the development of a functional, realistic, and effective testing program.
- (h) To arrange for some of the teacher and administrator visitations within and without the district.
- (i) To assist in the development of, and to promote the use of, professional behavior within the district.
- (j) To oversee the special education and other student services responsibilities undertaken by the Director of Student Services [and Testing].
- (k) To serve as a member of the district's negotiations team.
- (l) To organize and interpret customer satisfaction data for review by various committees and employee teams.
- (m) To oversee all matters related to the annual school calendar publication, the yearly development and purchase of the [grades 3-12] student organizers, review/approval of K-12 purchase requisitions and field trips, the proofing of all district newsletters, [the four-year] evaluations of each instructional program, the annual School Report Cards data, the

annual School District Report Card data, the annual Similar Schools Report, [the annual Public School Performance Report,] and any other tasks which the Superintendent identifies.

- (n) *To oversee the athletics responsibilities undertaken by the Director of Health, Athletics and Physical Education and the technology responsibilities undertaken by the Coordinator of K-12 Student Data and Instructional Technology*
- (o) *To assist the Superintendent in the supervision of principals, directors and district-wide coordinators.*

2. **Instructional Responsibilities**

- (a) To foster awareness and understanding as to goals and purposes between and among elementary and secondary school units.
- (b) To work with those involved with continuous evaluation in the area of curriculum.
- (c) To promote and to work with those activities designed to encourage professional growth and continuous awareness of educational responsibilities, such as in-service workshops, committee selection, and study groups.
- (d) To cooperate with, and assist building principals in instructional, curricular *and* student services problems.
- (e) To visit, observe, and aid staff members and faculty teams in the solution of instructional problems as well as to foster continuous and positive classroom activities.
- (f) To promote innovation and/or change in procedure and offerings when necessary.
- (g) To assist the Superintendent, *Executive Director for Human Resources* and building principals in the orientation program for new teachers.
- (h) To provide an awareness of local, state, and nationwide educational activities.
- (i) To insist upon those activities which stress value for optimal student learning, an understanding and respect for the uniqueness and dignity of the individual, an awareness of heritage, and an emphasis upon the maximum use of the intellect within the areas of each discipline.
- (j) To assist in the preparation of district conference days.

3. **Responsibilities Involving Materials**

- (a) Through professional and lay committee action, to assist in the writing of courses of study and curriculum guides that are consistent with Board of Education expectations and are current, appropriate and aligned with State Education Department requirements.
- (b) To encourage research, and to make available the findings of educational research.

- (c) To evaluate and recommend texts and other printed materials.
- (d) [To cooperate with those intimately involved in testing, and in the selection and use of standardized tests.] *To serve as liaison to the district's public relations firm.*

4. **Responsibilities Involving Community Relations**

- (a) To interpret educational programs and curriculum for the general public.
- (b) To counsel and advise on educational problems.
- (c) To promote school use of community resources.
- (d) To serve as chairperson of the Good Scholarship Association.

5. **Personal Responsibilities**

- (a) To promote those qualities which foster the dignity of students and employees in every respect.
- (b) To continue to grow professionally.
- (c) To believe in and work in behalf of the young people of our community.

6. **General**

- a) Accepts other assignments from the Superintendent of Schools.

Adopted: Unknown
Revised: 06/08/98
Revised: 03/13/00

The Plant Facilities Administrator *reports to the Executive Director for Finance and Operations* and shall be responsible for, and in charge of the operation and maintenance of all school buildings, grounds, and equipment. His duties and responsibilities include the following:

1. Offering suggestions and recommendations for economical as well as essential improvements of the entire school plant.
 2. Direction of all the custodial staff in carrying out good planning for the efficient and economical operation and maintenance of the properties of the West Babylon School District.
 3. Assignment of work to custodial staff of each school, and, when necessary, assigning employees from one area or building to work in another, depending on the type of skill required.
 4. Scheduling and planning of alterations and repairs to be carried out during vacation periods.
 5. Inspecting and otherwise exercising control over repairs and alterations and improvements by outside contractors, on behalf of the Board of Education.
 6. Maintenance of all essential records and making necessary reports, such as sick leaves, overtime, and vacation schedules for all personnel under his/her supervision, with the approval of the Superintendent of Schools.
 7. Maintaining records pertaining to inventories, purchases, requisitions, supplies, and expenditures, etc.
 8. Requisition and distribution of maintenance supplies and materials.
 9. Presentation of any additional personnel for custodial or maintenance positions for approval of the [Associate Superintendent] *Executive Director for Finance and Operations* and the Superintendent of Schools.
- [11.] 10. Directing and supervising the district maintenance crew.
- [12.] 11. Supervision of the issuance of permits for use of district facilities.
12. *Oversees the management of security services, health & safety, and emergency preparedness.*
- [10.] 13. Additional duties as may, from time to time, be directed by the Superintendent of Schools.

Adopted: Unknown

Revised: 05/28/97

Revised: 04/12/99

Revised: 03/31/08

Director of Student Services

File: CDG

The Director of Student Services reports to the Assistant Superintendent for Curriculum and Student Services for the functions listed below and other essential responsibilities assigned by the Superintendent and/or the Assistant Superintendent.

[Student Services Responsibilities]

1. [(a)] Reports to the Assistant Superintendent for Curriculum and Student Services.
2. [(b)] Coordinates the district's special services, including special education, speech, occupational and physical therapy, psychological, learning disabilities, and attendance, and works cooperatively with the [Associate Superintendent for Personnel] *Executive Director for Human Resources* in the recruitment and selection of personnel for these special services.
3. [(c)] Coordinates the district's special education, BOCES, and other program placements for pupils whose special needs cannot be provided for by the district, including testing, evaluation, transportation, and other unique requirements.
4. [(d)] Acts as Chairperson of the district's Committee on Special Education.
5. [(e)] Coordinates the preschool programs in conjunction with the Chairperson on the Committee on Preschool Education.
6. [(f)] Acts as the district's compliance coordinator for Section 504 of the Rehabilitation Act of 1973.
7. [(g)] Coordinates the activities of the District Social Worker's office.
8. [(h)] Coordinates the work of the district's medical doctors in relationship to special education mandates.
9. [(I)] Engages in synergetic supervision with respect to lesson observations and summative evaluations for personnel providing special education services.
10. [(j)] Meets regularly with all K-5 special educators, secondary special education chairpersons, CSE/CPSE Chairpersons, and pupil personnel staff.
11. [(k)] Serves as liaison to [SEPTA (Special Education Parent Teacher Association)] *District Committee for Special Services*.
- [(l)] [Serves as the district's student residency officer.]
12. [(m)] Serves as Title IX officer regarding all allegations made against students.
13. [(n)] Accepts other assignments that may be identified by the Superintendent.

Adopted: 08/18/97

Revised: 03/13/00

Director of Language Arts and Testing

File: CDI

The Director of Language Arts and Testing provides leadership and direction for the K-12 language arts *and* *ESL* programs, as well as testing, the [gifted] *S.A.I.L.* program, home [instruction applications] *schooling*, *district-wide professional development in literacy and grant opportunities in literacy and ESL* [Recipe for Reading services,] while working cooperatively with principals and district administration. The Director reports to the Assistant Superintendent for Curriculum and Student Services for the functions listed below and other essential functions as assigned by the Superintendent.

RESPONSIBILITIES:

A. The Director of Language Arts and Testing ensures:

1. District compliance with New York State and Federal laws governing the provisions of language arts *and* *ESL*.
2. The timely notification of a child's requirement for supplemental remediation */AIS and ESL* services.
3. The timely coordination and review of student progress on the *West Babylon Early Literacy Profile*, *NYS ELA Testing Program for Grades 3-8*, *English 11 Regents*, and the *NYSESLAT* [CTBS].
4. The development of *literacy action* [tutorial] plans which include annual goals and short-term objectives *for ELA and ESL*.
5. The [annual] review of all *AIS incoming grades 1-5* students [ages 5-21, residing in the West Babylon School District] for placement in *ELA* summer school *when offered*.
6. The maintenance and updating of all confidential files.

B. Personnel

The Director supervises the reading teachers, [Recipe for Reading tutors], *reading teacher assistants* and all language arts *and* *ESL* instructors. The Director engages [pupil personnel services] *language arts and ESL* professionals in the analysis of student progress in reading, *language arts and language acquisition* and does synergetic supervision of lessons.

C. Language Arts and ESL

1. *Coordinate and Function* as the supervisor of the language arts and *ESL* programs, K-12.
2. Coordinate the *K-8* reading program with the reading teachers and school principals.
3. Ensure the scope and sequence of the language arts curriculum, including K-12 reading and the [Recipe for Reading] *AIS* program.
4. Coordinate the *administration and scoring of the West Babylon Early Literacy Profile*, the *OLSAT*, the *New York State ELA Testing Program grades 3-8* and the *NYSESLAT* [New York State standardized testing in the language arts].
5. Keep abreast of and report trends in language arts instruction [to principals, teachers, and parents].
6. Support the use of technology in the district's language arts *and* *ESL* classrooms.
7. Support continuous improvement in student performance as reflected in reading and writing efforts in grades K-12.
8. Coordinate the language arts program evaluations, grades K-12.
9. [Help] *Assist* language arts teachers develop *ELA action plans and design literacy learning experiences and curriculum* [work plans].
10. *Assist ESL teachers to develop learning experiences and curriculum to increase student achievement in language acquisition and achievement in literacy.*
11. Work toward the development of [rubrics for portfolio] *assessment tools for literacy and ESL classrooms.*

[11] 12. Be familiar with all regulations relating to the language arts *and ESL*.

[12] 13. Sit as a member of the *Superintendent's Management Council (SMC)*, Superintendent's Management Team (*SMT*), and the *Superintendent's Quality Review Council (SQRC)*.

[13] 14. Any other related duties assigned by the Superintendent.

D. Testing

1. Monitor state and district-imposed standardized programs and provide leadership in the analysis and interpretation of data for program improvement.

2. Compile data and research about the district in order to improve services delivered to the students.

3. Work with building and central administrators, as well as with teachers, in monitoring student progress in reading *language arts and ESL*.

4. Organize and analyze student progress in [CTBS tests by district-wide grade level, by school grade level, and by classroom] *NYS grades 3-8 ELA, NYSESLAT and ELP assessments by district-wide grade level and school grade level*.

5. *Collaborates with the High School Principal to Analyze the results of the SAT, ACT and English Regents examination [score achievement and provide intervention plans to raise student performance].*

[6. Analyze *English 11* Regents examination achievement at the passing and mastery levels and provide intervention plans to raise student achievement].

6.[7.] Assist in coordinating [LEAP reports with the State Education Department] *ELA and ESL data reports for NYSED and district-wide purposes.*

E. [Gifted] S.A.I.L. Program

1. Serve as the Chairperson of the selection committee.

2. Provide timely selection feedback to parents of nominees.

3. *Supervise the S.A.I.L. Parent Orientation and instructional programs.*

4. *In conjunction with the Assistant Superintendent for Student Services, monitor efficient use of allocated funds.*

F. Home Instruction Applications

1. Provide appropriate information and timelines to parents making application for home schooling.

2. Conduct reviews of the quarterly reports submitted by parents to ensure compliance with the Regulations of the Commissioner of Education.

3. *Maintain records for the district related to home schooling. [Facilitate compliance with NYSED standardized testing requirements].*

G. Professional Development in Literacy

1. *In conjunction with the Assistant Superintendent for Curriculum and Student Services and the Executive Director for Human Resources, coordinate and oversee K-12, job-embedded professional development in literacy and ESL during the school year and Summer Academy for Teachers of Excellence, including the district-wide Reflective Pathway Listserv/Collegial Circle.*

2. *In conjunction with the Assistant Superintendent for Curriculum and Student Services and the Executive Director for Human Resources, coordinate and oversee K-12 grant opportunities in ESL and Literacy (Title III, plus competitive state and local grants).*