

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION  
BOARD ROOM - ADMINISTRATION BUILDING

**MONDAY - JUNE 13, 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]

**JOHN F. KENNEDY ELEMENTARY SCHOOL**

**MISS OLIVIA PRICE - 1ST GRADE**

**NATIONAL PTA REFLECTIONS WINNER**

**AWARD OF EXCELLENCE-DANCE CHOREOGRAPHY**

[8:30 P.M. - Public Session Resumes Beginning with Item #3]

3. Approval of minutes of previous meeting(s):

Regular Meeting:	May 23, 2011
Special Meeting:	May 26, 2011
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:
  - A. **Discussion: Summer Reading Requirements**  
**Mr. Hans Haugen, Senior High School English Chairperson**
  - B. **Program Evaluation: Student Services**  
**Ms. Mona Tobin, Director of Student Services**

12. Business Agenda [**\*\*Consent Agenda Items**]
  - A. **BOARD OF EDUCATION**
    - \*\* (R) Authorization for Board President to sign Facilities Use Agreement between the West Babylon School District and Our Lady of Grace Church (Res. #BE-1)
    - \*\* (R) Waiver of Use of Facilities Fees (Res. #BE-2)
  - B. **PERSONNEL**
    - \*\* (R) 10-P-21 Professional Personnel
    - \*\* (R) 10-C-21 Civil Service Personnel (Res. #PE-1)
  - C. **FINANCE**
    - \*\* (R) Budget Transfer (Res. #FI-1)
    - \*\* (R) Approval of Sole Source Provider (Res. #FI-2)
    - \*\* (R) Reaffirmation of Reserves (Res. #FI-3)
    - \*\* (R) Acceptance of Donations (Res. #FI-4 through Res. #FI-6)
    - \*\* (R) Approval of Student Lunch Price Increase (Res. #FI-7)
    - \*\* (R) Award of Bids (Res. #FI-8 through Res. #FI-9)
  - D. **CURRICULUM**
    - \*\* (R) Adoption of the Code of Conduct for the 2011-2012 School Year (Res. #CU-1)
    - \*\* (R) Adoption of Senior High School Art Textbook (Res. #CU-2)
    - \*\* (R) Adoption of Elementary School-Grade 5 Social Studies Textbook (Res. #CU-3)
  - E. **FACILITIES**
    - \*\* (R) Acceptance of Donation (Res. #FA-1)
13. Policy Review:
  - A. Board Review - Fund Balance (First Time Reading) (File: 6610)
  - B. Board Review - Agenda Format (Second Time Discussion) (File:2350)
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

MONDAY, JUNE 13, 2011

**RESOLUTIONS**

**BOARD OF EDUCATION**

\*\*\*BE-1

RESOLVED: that the West Babylon Board of Education authorizes the Board President to sign the Facilities Use Agreement between the West Babylon School District and Our Lady of Grace Church for the period June 25, 2011 through August 31, 2011.

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\*\*\*BE-2

RESOLVED: that the West Babylon Board of Education hereby waives the use of facilities fees and requirements for the following:

The West Babylon Alumni Foundation will be hosting a reunion breakfast for the Class of 1961 in the Administration Board Room/Senior High School on Sunday, June 26, 2011.

**PERSONNEL**

\*\*#PE-1

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

<u>10-P-21</u>	Professional Personnel
<u>10-C-21</u>	Civil Service Personnel

**FINANCE**

\*\*#FI-1

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

<b>Transfer Explanation and Account Description</b>	<b>Account Code</b>	<b>From</b>	<b>To</b>
Computer assisted instruction through BOCES CoSer#501			
	A2110.1310	\$86,000.00	
	A2630.4900		\$86,000.00

\*\*#FI-2

RESOLVED: that the West Babylon Board of Education endorses Alliance Publishing and Marketing, Inc., as the sole source provider/vendor, for the grades 2 through 8 student organizers, adopted for the 2011-2012 school year.

\*\*#FI-3

WHEREAS, by action of the Board of Education, the West Babylon Union Free School District has previously established certain reserves having the following balances as of the fiscal year ending June 30, 2010:

<i>Reserves</i>	<i>Fiscal Year Ending 6/30/10</i>
Workers' Compensation	\$2,345,176.00
Unemployment	\$506,206.00
Insurance	0
EBALR (Compensated Absences)	\$2,967,220.00
Employees' Retirement	\$2,503,931.00
<b>Total Reserves</b>	<b>\$8,322,533.00</b>

Continued.....

And, WHEREAS, the West Babylon Board of Education wishes to utilize and/or contribute additional funds where appropriate,

NOW, BE IT RESOLVED, that the West Babylon Board of Education hereby authorizes transfers of 2010-2011 fund balance into and between any of the properly established reserves not to exceed:

<i>Reserves</i>	<i>Transfers Not to Exceed</i>
Workers' Compensation	\$340,000.00
Unemployment	\$560,000.00
Compensated Absences	0
Employees' Retirement	\$1,100,000.00
<b>Total Reserves</b>	<b>\$2,000,000.00</b>

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\*\*\*FI-4

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$1,726.43, from the Stop and Shop "A+ Bonus Bucks" program. The donation will be deposited into the Junior High School's Trust and Agency account.

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\*\*\*FI-5

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$137.04, from the Stop and Shop "A+ Bonus Bucks" program. The donation will be deposited into the Forest Avenue School's Trust and Agency account.

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\*\*\*FI-6

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$231.23, from the Stop and Shop "A+ Bonus Bucks" program. The donation will be deposited into the Santapogue Elementary School's Trust and Agency account.

\*\*\*FI-7

RESOLVED: that pursuant to the Child Nutrition Reauthorization Act of 2011, section 205 and as recommended by the School Lunch Director, the 2011-2012 student lunch prices be increased by twenty-five (\$.25) cents in each category as follows:

	FROM	TO
Elementary Lunch	\$2.00	\$2.25
Elementary Breakfast	\$1.25	\$1.50
JHS/SHS Lunch	\$2.25	\$2.50
JHS Breakfast	\$1.25	\$1.50
SHS Breakfast	\$1.50	\$1.75

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\*\*\*FI-8

RESOLVED: that the Athletic Equipment Bid #T-444 be awarded to Siegel Performance System for the following equipment:

1.	Fitness Treadmill	\$4,395.00
2.	Adjustable Upper Exerciser	\$4,225.00
3.	Standing Upper Body Exerciser	\$3,300.00
4.	Recumbent Bike Bi-Directional	\$3,195.00
5.	Recumbent Elliptical	\$3,970.00
6.	Elliptical Walker	\$4,095.00
7.	All Body Exerciser	\$3,925.00

The above vendor was the only responsible bidder.

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\*\*\*FI-9

RESOLVED: that the Obsolete Musical Instruments Bid , for the following obsolete equipment, be awarded to Mrs. Jane Chiappone:

1.	B-Flat Clarinet-Serial No. B82741	\$10.00
2.	French Horn-Serial No. E75426	\$10.00
3.	Piccolo-Serial No. 11274	\$10.00
4.	Herald Trumpet-Serial No. 11274	\$10.00
5.	Mellophone-Serial No. 707256	\$10.00

Mrs. Chiappone was the only responsible bidder.

## FACILITIES

\*\*#FA-1

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, from the West Babylon Music Parent's Association, of the following music equipment:

Musician's Friend ([www.Musiciansfriend.com](http://www.Musiciansfriend.com)) - free shipping

Gretsch Drums Renown (57) 5 piece shell pack with throne  
Bass Drum (18x22)  
Mounted Toms (8x10, 9x12)  
Floor Toms (16x16)  
Steel Snare (51/2x14)  
Matching Throne  
-All mounting hardware for Toms

Gallien-Krueger MB115 1x15 200w ultra light Bass Amp  
Pearl Concert Series Snarl Drum  
14x51/2 - Piano Black Finish

Sam Ash ([www.samash.com](http://www.samash.com)) - free shipping  
Ludwig Custom Double Braced Mini-Boom Cymbal Stand  
Ludwig L326CS Double Braced Cymbal Stand (need 2)  
Ludwig L316HH Custom Double Braced Hi Hat Stand  
Ludwig L322SS Accent CS Snare Drum Stand

The items donated will be used for the music department's extra-curricular activities.



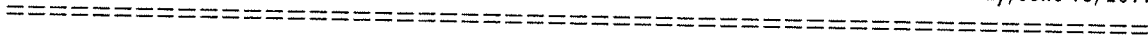
WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - MONDAY - JUNE 13, 2011

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**PERSONNEL**

(R) Schedules:	<u>10-P-21</u>	Professional Personnel
	<u>10-C-21</u>	Civil Service Personnel



**PROFESSIONAL PERSONNEL SCHEDULE**

**I. Professional Personnel Schedule 10-P-21**

- A. Family Medical Leaves
- B. Retirement/Resignations
- C. LOA Returnee
- D. S.A.T. Proctors
- E. Summer, 2011 Adult Ed. Director
- F. Summer, 2011 Adult Ed. Instructors/Consultants

**CIVIL SERVICE PERSONNEL SCHEDULE**

**II. Civil Service Personnel Schedule 10-C-21**

- A. Family Medical Leave
- B. Resignations
- C. S.A.T. Proctor
- D. 2011-2012 Per Diem Substitutes

SCHEDULE 10-P-21 Professional Personnel Schedule

Date of Meeting: June 13, 2011

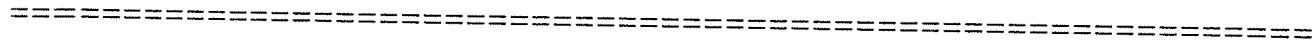
Page 1 of 6 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Leidel, Elizabeth	Music Tchr.	HS		3/22/11 -	Family Medical Leave
Kirby, Susan	Science Tchr.	JH		5/3/11 -	Family Medical Leave
Holahan, Susan	Elementary Tchr.	JK		5/27/11 -	Family Medical Leave
Prizzi, Theresa	Science Tchr.	HS		6/3/11 -	Family Medical Leave
Weiss, Lynn	Elementary Tchr.	FA		6/30/11	Resignation to Retire
Cuevas-O'Boyle, Christina	Teaching Assistant	JK		6/30/11	Resignation [to remain in prob. rdg. post]
Kahler, Timothy	Elementary Tchr.	FA		6/30/11	Resignation [to remain in prob. rdg. post]
Mostranksy, Elissa	Reading Tchr.			9/1/11	Returning from LOA

SCHEDULE 10-P-21 Professional Personnel Schedule

Date of Meeting: June 13, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b><u>S.A.T. Proctors:</u></b>					
		HS	\$21.48/hr.	6/4/11	
Simone, Linda					3 hrs.
Cafiero, Mary Ann					5 hrs.
Kunzig, Christopher					5 hrs.
Powers, Brian					5 hrs.
Sanchelli, Joy					5.25 hrs.
Powers, Daniel					5.5 hrs.
Borgo, Danielle					6 hrs.
Carson, Jeffrey					6 hrs.
Clark, Kathryn					6 hrs.
Doyno, Ian					6 hrs.
Iaquinto, Christine					6 hrs.
McArdle, Patrick					6 hrs.
Mendoza, Aimee					6 hrs.
Romeo, Marta					6 hrs.
Ruiz, Lawrence					6 hrs.
Shaffer, Donna					6 hrs.
Shelor, Lisa					6 hrs.
Velasquez, Idalia					6 hrs.
Montalvo, Andrea					9 hrs.
Montalvo, Christina	Test Supervisor				9 hrs.
<b><u>Adult Education Director:</u></b>					
			\$1,400.	Summer, 2011	
Moore, Robert					
<b><u>Adult Education Instructors:</u></b>					
			\$25./hr.	Summer, 2011	
Crichton, Kim		Pilates			
		Iyengar Yoga			
		Qigong (Chee Gung)			
		Belly Dancing			
Snyder, John		Adult Fitness Program			
Axelson, Gregory		Adult Fitness Program - Substitute			
Amorde, Gail		Create a Scrapbook Album			
		Sewing for Beginners			
Powers, Joseph		Introduction to Guitar			
Konas, Marlene		Advanced Jewelry Making			
Linda Waltman		Zumba			
<b><u>Adult Education Consultants:</u></b>					
Greco, Linda		Defensive Driving		\$28./person	
Heitz, Janice		America's Boating Course		\$20./person	

SCHEDULE 10-C-21, Civil Service Personnel Schedule

Date of Meeting: June 13, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Bredekamp, Lenore	Clerk Typist	SA		5/12/11 -	Family Medical Leave
Gelsomino, Peter	PT/School Bus Driver	Trans.		6/30/11	Resignation
Neary, Melanie	Paraprofessional (special ed. aide)	JH		6/30/11	Resignation
<b><u>S.A.T. Proctor:</u></b> Mastandrea, Cecilia		HS	\$21.48/hr.	6/4/11	7 hrs.
<b><u>Per Diem Substitutes:</u></b> Galletta, Joseph Holm, Kenneth Kuefner, Joseph Luciani, Anthony Mariconda, Frank McDonald, Robert Jr. Palminteri, Michael Serediouk, Roman Simpson, Raymond Thiel, Michael Villani, Joseph		DW	\$10./hr.	2011-2012	Custodians
<b><u>Per Diem Substitutes:</u></b> Allegretto, Rhoda Antonino, Grace Brower, Vivian Farina, Arleen Hickman, Patricia Niven, Gelsomina Weinschenk, Josephine		DW	\$9./hr.	2011-2012	Clericals

SCHEDULE 10-C-21 Civil Service Personnel Schedule

Date of Meeting: June 13, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b><u>Per Diem Substitutes:</u></b>					
Dominguez, Thomas		DW	\$16./hr.	2011-2012	Guards
Frank, Alfred Jr.					
Palazzolo, Frank					
Thompson, Ronald					
<b><u>Per Diem Substitutes:</u></b>					
Buback, Elizabeth		DW	\$9./hr.	2011-2012	Food Service Workers
Coleman, Azilee					
Esposito, Theresa					
Fasitta, Debra					
Fay, Debra					
Formosa, Kerry					
Franco, Marcelina					
Fucci, Beatrice					
Hernandez, Nolvía					
Ippolito, Kristine					
Kahn, Doreen					
Khanija, Sharmila					
Lubrano, Dawn					
Marek, Patricia					
Miller, Joy					
Pastore, Terri					
Rodriguez, Carrie					
Russo, Charisse					
Scotto, Betsy					
Simpson, Karen					
Vinetti, Laura					

SCHEDULE 10-C-21 Civil Service Personnel Schedule

Date of Meeting: June 13, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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<b><u>Per Diem Substitutes:</u></b>		DW	\$9./hr.	2011-2012	Clerical/Paraprofessionals
Ahmad, Sahar					
Amengual, Karen					
Batho, Irene					
Brigandi, Darlene					
Butler, Linda					
Canale-Buscemi, Jacqueline					
Caputo, Pamela					
Carberry, Dawn					
Carucci, Frances					
Caruso, Mary					
Cataldi, Sallieann					
Chauvin, Catherine					
Conte, Mary					
Curley, Susan					
Esposito, Bernadette					
Esposito, Theresa					
Fasitta, Debra					
Fishman, Marie					
Flores, Bianca					
Formosa, Kerri					
Fucci, Beatrice					
Giordano, Frances					
Haley, Melissa					
Ippolito, Kristine					
Kahn, Doreen					
Keefer, Lynn					
Kolman, Marie					
Koumbiadis, Janice					
LaTorre, Virginia					
Lejman, Kathleen					
Liguori, Donna					
Lilly, Carolyn					
Longo, Jennifer					
Lubrano, Dawn					
Manzo, Doreen					
Marek, Patricia					

SCHEDULE 10-C-21 Civil Service Personnel Schedule

Date of Meeting: June 13, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b><u>Per Diem Substitutes:</u></b>		DW	\$9./hr.	2011-2012	Clerical/Paraprofessionals
McHugh-Chiappone, Michele					
Mikelinich, Martha					
Modica, JoAnn					
Muldoon, John					
Mulford, Sheila					
Pastore, Terri					
Pisano, Anna					
Randolph, Paula					
Reese, Kelly					
Rosado, Judy					
Rodriguez, Carrie					
Russo, Charisse					
Scelza, Nicole					
Senkus, Marianne					
Stahetek, Tami					
Struckman, Barbara					
Vinetti, Laura					
Waszak, Barbara					
<b><u>Per Diem Substitutes:</u></b>		DW	\$9./hr.	2011-2012	Paraprofessionals
Bowles, Jeanne					
Casola, MaryAnn					
Chang, RoseAnn					
Diamant, Lorraine					
Drucker-Jalal, Amy					
Faruqui, Shabnam					
Gieck, Allan					
Khanija, Sharmila					
Knowles, Angela					
Loguidice, Loretta					
McGovern, Eileen					
Pugliese, Catherine					
Rhatigan, Marion					
Schuller, Denise					
Scotto, Betsy					
Simpson, Karen					
Valente, Elaine					
Venetiou, Zoraida					



WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - MONDAY - JUNE 13, 2011

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**FINANCE**

Award of Athletic Equipment Bid #T-444 (Res. \*\*#FI-8)

Award of Obsolete Musical Instruments Bid (Res. \*\*#FI-9)

Bids were opened in the Business Office on June 3, 2011 at 9:00AM for T-444.

The following vendors received bid packets:

Advantage Fitness  
3520 Hayden Avenue  
Culver City, CA 90232

Advantage Sports & Fitness  
2255 N. Triphammer Rd.  
Ithaca, NY 14850

Gym Source  
7969 Jericho Tnpk.  
Woodbury, NY

Siegel Performance System  
139 Stoothoff Road  
East Northport, NY 11731

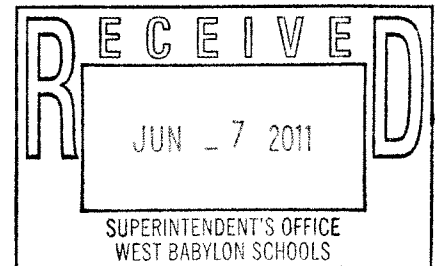
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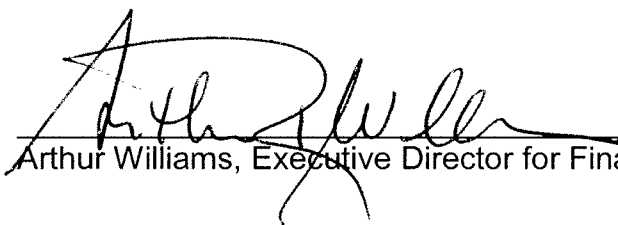
The following vendor submitted a bid: **Siegel Performance System**

- |    |                               |            |
|----|-------------------------------|------------|
| 1. | Fitness Treadmill             | \$4,395.00 |
| 2. | Adjustable Upper Exerciser    | \$4,225.00 |
| 3. | Standing Upper Body Exerciser | \$3,300.00 |
| 4. | Recumbent Bike Bi-Directional | \$3,195.00 |
| 5. | Recumbent Elliptical          | \$3,970.00 |
| 6. | Elliptical Walker             | \$4,095.00 |
| 7. | All Body Exerciser            | \$3,925.00 |

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Arthur Williams recommends Siegal Performance System be awarded the bid T-444 for Athletic Equipment as they are the only responsible bidder.



  
Arthur Williams, Executive Director for Finance & Operations

Bids were open in the Business Office on June 9, 2011, at 9:00 AM for the equipment declared obsolete at the March 8, 2011, March 22, 2011, April 12, 2011, April 28, 2011, and May 10, 2011 board meetings.

Bid # OB=156-11

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Bids were received from:

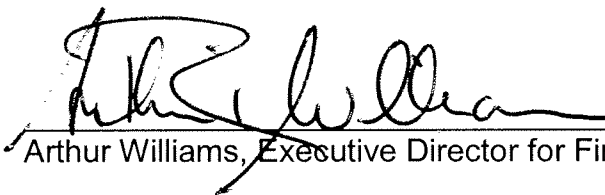
Jane Chiappone  
481 17th Street  
West Babylon, NY 11704

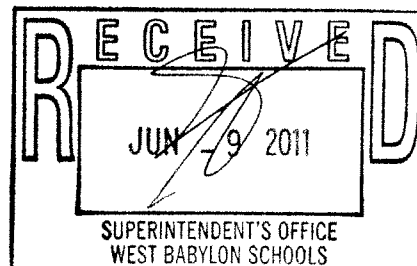
B- Flat Clarinet - serial # B82741	\$10.00
French Horn - serial # E75426	\$10.00
Piccolo - serial # 11274	\$10.00
Herald Trumpet - # E49826	\$10.00
Mellophone - serial # 707256	\$10.00

Total Bid \$50.00

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It is recommended by Mr. Arthur Williams, Executive Director for Finance & Operations, Jane Chiappone be awarded the bid for the instruments listed above as she is the only responsible bidder.

  
Arthur Williams, Executive Director for Finance & Operations



WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - MONDAY - JUNE 13, 2011

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**POLICY**

Board Review - Fund Balance Policy (First Time Reading) (File:6610)

Board Review - Agenda Format (Second Time Discussion) (File:2350)

**Fund Balance Policy**

**File: 6610**

*GASB has issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions (GASB 54). The objective of this Statement 54 is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied.*

**Fund Balance Classifications (pursuant to GASB Statement 54)**

*Fund balance amounts will be reported by the District according to the following classification in accordance with accounting standards issued by GASB.*

**Nonspendable** – *consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loan receivables, financial assets held for resale, and principal of endowments.*

**Restricted** – *consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation. Because the State regulates the establishment, funding and use of school district reserves, generally, reserves will be classified as restricted fund balance.*

**Committed** - *consists of amounts that are subject to a purpose constraint imposed by a formal action of the government's highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint. The New York State Office of the State Comptroller at the present time believes that in New York State school districts will not have any committed fund balance.*

**Assigned** - *consists of amounts that are subject to a purpose constraint that represents an intended use established by the board or by their designated official. The purpose of the assignment must be narrower than the purpose of the general fund, and in funds other than the general fund, assigned fund represents the residual amount of fund balance. Assigned Fund Balance generally includes encumbrances and appropriated fund balance.*

**Unassigned** – *represents the residual classification for the government's general fund, and could report a surplus or deficit. In funds other than the general fund, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed or assigned.*

**General Policy** - Fund balance measures the net financial resources available to finance expenditures within current or future periods. The District's Unassigned General Fund Balance will be maintained to provide the District with financial stability and a margin of safety to fund unanticipated contingent expenditures that may occur unexpectedly during the fiscal year. The Unassigned General Fund Balance used for these purposes may be appropriated by resolution of the Board of Education unless voter approval is required.

Any portion of Fund Balance may be applied or transferred for a specific purpose either by voter approval if required by law or by formal action of the Board of Education if voter approval is not required. Amendments or modification to the applied or transferred fund must also be approved by formal action of the Board of Education.

The Board of Education shall delegate the authority to assign fund balance, for encumbrance purposes, to the person(s) to whom it has delegated the authority to sign purchase orders.

In circumstances where an expenditure is incurred for a purpose for which amounts are available in multiple fund balance classifications (e.g., expenditures related to reserves), the Board will assess the current financial condition of the district and then determine the order of application of expenditures to which fund balance classification will be charged.

## Agenda Format

2350

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 [30] P.M. - Public Session Resumes Beginning with Item #3
- 3] Approval of the minutes of previous meeting(s)
- 4] Statement of the Board and/or Superintendent
- 5] Statement of West Babylon Teachers' Association Representative
- 6] Statement of School Administrators' Association Representative
- 7] Statement of C.S.E.A. Representatives
- 8] Statement of Student Association Representative
- 9] Statement of PTA Council Representative
- 10] Statement of Residents re: agenda items (15 minutes - limited to 3 minutes per speaker)
- 11] Report of Superintendent and/or educational presentation
- 12] Business Agenda items.
- 13] Review of policies.
- 14] Board of Education Reports
- 15] Old Business
- 16] New Business
- 17] Statements of Residents re: other district items (15 minutes - limited to 3 minutes per speaker)
- 18] Adjournment (This should take place by 11 PM)

The regular order of business may be changed at any meeting (and for that meeting only) by an affirmative vote of a majority voting for the proposed change in the regular order of business.

Except in emergencies, the Board shall not attempt to decide upon any question under consideration before examining and evaluating relevant information. The Superintendent shall be given an opportunity to examine and to evaluate all such information, and to recommend action before the Board attempts to make a decision.

The Board may adjourn a regular or special meeting at any place in the agenda providing that arrangements are made to complete the items of business on the agenda at a future meeting. The minutes shall make notice of the adjournment, and the reconvened sessions shall be considered an addition to these minutes.

**Replaces in whole or in part former policy BDDB**

Adopted: 12/08/2009