

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK
REGULAR MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
TUESDAY – NOVEMBER 10, 2015
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

[6:00 P.M. - Meeting Convenes Followed by Student Presentation
and/or Executive Session]

**WEST BABYLON HEROS
“ONCE AN EAGLE, ALWAYS AN EAGLE”**

2015 Veterans Day Presentation
Miss Kyra Duke, 8th Grade
West Babylon Junior High School

[7:00 P.M. - Public Session Resumes Beginning with Item #3]

3. Approval of minutes of previous meeting(s): Regular Meeting: October 27, 2015
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. **Local Assistance Plan Presentation:**
Mrs. JoAnn Scott, Principal, South Bay Elementary School
 - B. **Tooker Avenue School Continuous Improvement Report Presentation:**
Mr. Charles Germano, Principal, Tooker Avenue School

12. **Business Agenda [**Consent Agenda Items]**
 - A. BOARD OF EDUCATION**
 - ** (R) Approval of East Islip Union Free School District to provide Special Education Services, to West Babylon School District Resident Students, for the 2015-2016 School Year (Res. #BE-1)
 - ** (R) Establishment of Senior High School “Students Promoting Equality for Women” Club (Res. #BE-2)
 - ** (R) Approval of Local Assistance Plan for South Bay Elementary School (Res. #BE-3)
 - B. PERSONNEL**
 - ** (R) 15-A-3 Board of Education
 - ** (R) 15-P-8 Professional Personnel
 - ** (R) 15-C-8 Civil Service Personnel (Res. #PE-1)
 - C. FINANCE**
 - ** (R) Approval of Treasurer’s Report for September, 2015 (Res. #FI-1)
 - ** (R) Approval of the Corrective Action Plan (“CAP”) in Response to the Findings Contained in the 2014-2015 Financial Statement Audit (Res. #FI-2)
 - ** (R) Authorization of Emergency Transfer of Funds (Res. #FI-3)
 - ** (R) Authorization for Payment to School Construction Consultants (Res. #FI-4)
 - D. STUDENT SERVICES**
 - ** (R) Approval of Committee on Special Education Recommendations (Res. #SS-1)
13. **Policy Review:**
 - A.** Board Review-Visitors to the Schools (First Time Reading) (File:5300.65)
 - B.** Board Review-Visitors to the Schools-Administrative Regulations (Review) (File:5300.65-R)
 - C.** Board Review-Expense Reimbursement (Administrative Regulations) (File:6830-R)
 - D.** Board Review- Non-Instructional Personnel (First Time Reading) (File:9530.1)
14. **Board of Education Committee Reports**
15. **Old Business**
16. **New Business**
17. **Follow-Up to Residents’ Statements**
18. **Statements of Residents re: other district items [15 minutes-limited to 3 minutes per speaker]***
19. **Adjournment [This should take place by 10:00 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.

Follow-Up to Residents' Unanswered Questions

Date	Residents' Questions	Responses
October 27, 2015	-----	-----
October 13, 2015	-----	-----
September 21, 2105	-----	-----
September 8, 2015	-----	-----
August 25, 2015	-----	-----
July 7, 2015	-----	-----
June 23, 2015	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK
REGULAR MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
TUESDAY – NOVEMBER 10, 2015

RESOLUTIONS

BOARD OF EDUCATION

****#BE-1**

RESOLVED: that the West Babylon Board of Education approves the following school district to provide special education services, to West Babylon School District resident students, for the 2015-2016 school year:

East Islip Union Free School District

****#BE-2**

RESOLVED: that the West Babylon Board of Education approves the establishment of a new Senior High School Club called “Students Promoting Equality for Women”. Amy Zipkas, Senior High School social studies teacher, will be the club advisor on a voluntary basis.

****#BE-3**

RESOLVED: that the West Babylon Board of Education approves the Local Assistance Plan for South Bay Elementary School.

PERSONNEL

****#PE-1**

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

<u>15-A-3</u>	Board of Education
<u>15-P-8</u>	Professional Personnel
<u>15-C-8</u>	Civil Service Personnel

FINANCE

****#FI-1**

RESOLVED: that the West Babylon Board of Education approves the September, 2015 Treasurer's Report.

****#FI-2**

RESOLVED: that the West Babylon Board of Education approves the correction action plan ("CAP") in response to the findings contained in the 2014-2015 Financial Statement Audit. The Executive Director for Finance & Operations will file a copy of the CAP with the State Education Department pursuant to NYCRR Section 170.12(e)(4).

****#FI-3**

RESOLVED: that the West Babylon Board of Education authorizes the emergency transfer of \$24,500 into the District's equipment code for the purchase of a security vehicle. This purchase will replace Security Vehicle #3. The required repairs to the vehicle are expensive and based on an overall condition, are not feasible.

****#FI-4**

WHEREAS: SCHOOL CONSTRUCTION CONSULTANTS, INC. was the lowest qualified bidder on the December, 2014 budget proposition project, to act as Construction Manager, for the West Babylon Union Free School District ("District"); and

WHEREAS: the District and SCHOOL CONSTRUCTION CONSULTANTS, INC. are in negotiations for the completion of a contract for services by SCHOOL CONSTRUCTION CONSULTANTS, INC., to act as Construction Manager, which contract has not been yet completed; and

WHEREAS: Due to prospective weather conditions and the need of the District for the use of portions of the bond issue project to be completed as quickly as possible, it is

HEREBY RESOLVED: that in accordance with the recommendation of the District Executive Director for Finance & Operations, after discussion with the District Claims Auditor, it is agreed that the District pay to SCHOOL CONSTRUCTION CONSULTANTS, INC. the sum of Seventy-Five Thousand and 00/100 (\$75,000.00) Dollars owed to SCHOOL CONSTRUCTION CONSULTANTS, INC. for the satisfactory performance of completed *quantum meruit* services and that such payment be credited by District to the account of SCHOOL CONSTRUCTION CONSULTANTS, INC. for approved professional services rendered as of October 31, 2015; and

IT IS FURTHER RESOLVED: that this payment is made subject to further audit by the District and/or its auditors and/or the State of New York.

STUDENT SERVICES

****#SS-1**

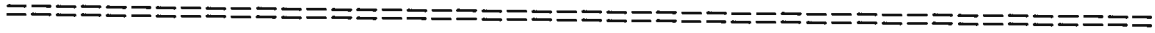
RESOLVED: that the West Babylon Board of Education approves the recommendations of the Committee on Special Education.

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - NOVEMBER 10, 2015

PERSONNEL

(R) Schedules: 15-A-3 Board of Education
 15-P-8 Professional Personnel
 15-C-8 Civil Service Personnel (**#PE-1)



BOARD OF EDUCATION SCHEDULE

- I. **Board of Education Schedule 15-A-3**
 - A. 2015-2016 Appointments

PROFESSIONAL PERSONNEL SCHEDULE

- II. **Professional Personnel Schedule 15-P-8**
 - A. Family Medical Leave
 - B. Salary Adjustments
 - C. A.C.T. Proctors
 - D. Winter/Spring 2015-2016 Coaching
 - E. 2015-2016 Student Teachers/Observers/Interns
 - F. 2015-2016 Per Diem Substitutes

CIVIL SERVICE PERSONNEL SCHEDULE

- III. **Civil Service Personnel Schedule 15-C-8**
 - A. Family Medical Leave
 - B. Leave of Absence Request
 - C. Probationary Appointments
 - D. 2015-2016 Per Diem Substitute

I. BOARD OF EDUCATION APPOINTMENTS

2015-2016

POSITION	SALARY	NAME	
Extra Curricular Activities Co-Treasurer/HS	\$4,000. (prorate)	Katharine Reilly-Johnson	9/1/15 - 11/10/15
Extra Curricular Activities Co-Treasurer/HS	\$4,000. (prorate)	Walter Shinnors	11/11/15 - 6/30/16 [repl. K. Reilly-Johnson]

IV. The following administrator is authorized to represent the school district and the Board of Education, regarding special funding applications and/or legal compliance:

Data Privacy Officer

Stephanie Nocerino

SCHEDULE 15-P-8 Professional Personnel Schedule

Date of Meeting: November 10, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Cunningham, David	Elementary Tchr.	SA		11/3/15 -	Family Medical Leave

Salary Adjustments:

			<u>Retroactive to 9/1/15:</u>	
Smith, Kerry	PT/Elementary Tchr. (.6)	JH	FROM: Step A-5-1/ \$58,511. (prorate @ 60%)	TO: Step A-8-1/ \$66,313. (prorate @ 60%)
Conte, Joseph	Science Tchr.	HS	FROM: Step A-7-9/ \$84,111.	TO: Step A-9-9/ \$90,451.
			<u>Effective 10/6/15:</u>	
Mattson, Alexandra	Mathematics Tchr.	HS	FROM: Step A-6-1/ \$61,071. (prorate)	TO: Step A-7-1/ \$63,631. (prorate)

A.C.T. Proctors:

Dombo, Stephen		\$22.47/hr.	10/24/15	5 hrs.
Ruiz, Lawrence				5.5 hrs.
Hickey, Susan				6 hrs.
Iaquinto, Christine				6 hrs.
McArdle, Patrick				6 hrs.
McGrath, Steven				6 hrs.
Amaya, Idalia				8 hrs.
Satriano, Paul				8.5 hrs.
Thomas, Stephanie	ACT Coordinator			8.5 hrs.

SCHEDULE 15-P-8 Professional Personnel Schedule

Date of Meeting: November 10, 2015

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

Winter, 2015 - 2016

Levy, Steven	JHS Head	Basketball (B)	\$4,170.		
Hartranft, Greg	JHS Head	Basketball (G)	\$4,170.		
Mattson, Alexandra	JV Head	Cheerleading	\$4,170.		
Jones, Ebony	JHS Head	Cheerleading	\$2,469.		
Hartranft, Greg	JHS Head	Volleyball (G)	\$4,170.		
Medina, Israel	Varsity Head	Wrestling	\$7,176.		[pending FA/CPR/AED]
Wilkinson, John	JV Head	Wrestling	\$5,867.		[pending FA/CPR/AED]
Russo, Michael	JHS Head	Wrestling	\$2,085.		
Theo, Harry	JHS Head	Wrestling	\$2,085.		

Coaches:

Spring, 2015 - 2016

TBA	Varsity Head	Baseball	\$6,484.		
TBA	JV Head	Baseball	\$5,189.		
TBA	JHS Head	Baseball	\$4,170.		
Hennessy, Kevin	Varsity Head	Lacrosse (B)	\$6,484.		
TBA	Varsity Asst.	Lacrosse (B)	\$5,189.		
Hagans, Connor	JV Head	Lacrosse (B)	\$5,189.		
Hartranft, Greg	JHS Head	Lacrosse (B)	\$4,436.		
TBA	Varsity Asst.	Lacrosse (G)	\$5,189.		
TBA	JV Head	Lacrosse (G)	\$5,189.		
TBA	JHS Head	Lacrosse (G)	\$4,436.		
Torres, Nicole	Varsity Head	Softball	\$6,484.		
TBA	JV Head	Softball	\$5,189.		
TBA	JHS Head	Softball	\$4,170.		
TBA	JV Head	Tennis (B)	\$4,170.		
TBA	JHS Head	Tennis (B)	\$4,170.		
Ging, Frank	JHS Head	Track & Field (B)	\$4,436.		
Klein, Brendan	JHS Head	Track & Field (G)	\$4,436.		

SCHEDULE 15-P-8 Professional Personnel Schedule

Date of Meeting: November 10, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Student Teachers/Observers/Interns:

Errico, Karen	Psychology	DW		2015 - 2016 Fall & Spring	
Walsh, Sean	Psychology	TA		Fall & Spring	
Ferretti, Heather	Special Education	HS		Fall	
Lucivero, Christina	Special Education	SB		Fall	

Per Diem Substitutes:

Schapira, Sarah		DW	\$110./day	2015 - 2016	[cert: Visual Arts]
Torres, Nicole					[2 days/week-Tues./Thurs.only]

SCHEDULE 15-C-8 Civil Service Personnel Schedule

Date of Meeting: November 10, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Robertson, Kathleen	Clerk Typist	BO		10/5/15 -	Family Medical Leave
Munch, Theresa	Paraprofessional (hall monitor)	HS		10/9/15 - 12/14/15	Leave of Absence
Curley, Susan	Clerk Typist	HR/Athletics, Health, & Physical Ed.	Step 1/ \$30,534. (prorate)	11/12/15	Probationary Appt. [C.S. List of Eligibles #13-0021-023]
Randolph, Paula	Paraprofessional (special ed. aide)	JH	Step 1/ \$13.64/hr.	11/12/15	Probationary Appt.
*Cassell, Jasmine	Paraprofessional (classroom aide)	SA	Step 1/ \$13.64/hr.	11/30/15	Probationary Appt.
Per Diem Substitute: *Cusimano, Giuseppa		DW	\$9./hr.	2015 - 2016	Food Service Worker

*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - NOVEMBER 10, 2015

POLICY

- A. Board Review-Visitors to the Schools (First Time Reading) (File:5300.65)
- B. Board Review-Visitors to the Schools-Administrative Regulations (Review) (File:5300.65-R)
- C. Board Review-Expense Reimbursement (Administrative Regulations) (File:6830-R)
- D. Board Review- Non-Instructional Personnel (First Time Reading) (File:9530.1)

Visitors to the Schools

The Board recognizes that the success of the school program depends, in part, on support by the larger community. The Board wishes to foster a positive climate where members of the community have the opportunity to observe the hard work and accomplishments of the student, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. With the exception of large school events e.g., field days, plays, concerts, and moving up ceremonies, all visitors to the school must report to the main office or designated area upon arrival at the school. There they will be required to [sign the visitor's register,] present *a government issued photo ID which will be scanned using the Raptor ID System which will check the visitor's information (name, date of birth, and photo) against the National Sex Offender data base. If the system raises a question about a visitor's background, the school administrator(s) will take the necessary steps to ensure the safety of our students. If there is no issue raised, the visitor will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the main office or designated area before leaving the building. Any district employee may ask to see a visitor's photo ID at any time.*
3. Visitors attending school functions that are open to the public after regular school hours, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom or school activity while school is in session are required to arrange such visits in advance with the classroom teacher(s) and Building Principal, so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

Adoption date: 5/7/2013

5300.65-R

Visitors to the Schools – Administrative Regulations

The safety of the West Babylon students and staff are of the utmost importance in the district. The Superintendent has implemented the following procedures to ensure the protection of all who enter the district's building.

The district will use a new visitor tracking system (Raptor V-Soft system) which is designed to help protect our students, faculty and other visitors by tracking all campus visitors, including parents, volunteers, vendors and contractors. As such, all visitors will be asked to present one of the following forms of identification in order to gain entry into the building beyond the front desk:

- 1. A valid driver's license*
- 2. A state or government issued photo identification*

This identification will be scanned into the Raptor system, and once cleared, the individual will be issued a visitor's badge, which must be worn while on campus and returned to the main entrance upon leaving.

The Raptor V-soft system reads visitor identification and compares the information to a sex offender database (in 48 states, including NYS), alerting campus administrators if a match is found, then (assuming no match is found) printing a visitor badge, which includes a photo. It provides a consistent system of tracking visitors and volunteers while keeping away people who may pose a danger to students and staff members. The quick printing of badges which include a photo, the visitor's name and the time and date of the visit add to the protection of our students and staff.

All visitors wanting access to move passed the district's front offices will need to present valid identification as listed above which will be scanned using the Raptor System. Vendors and Contractors entering areas in which students are present must also be scanned. All visitors must state the location they wish to visit. These procedures will be followed during the school day.

Promulgated:

EXPENSE REIMBURSEMENT Administrative Regulations

The district shall reimburse district employees, officials and members of the Board of Education for reasonable, actual and necessary out-of-pocket expenses incurred while traveling for school-related business upon receipt of a completed voucher with itemized receipts along with approved attendance form. The following rules shall guide the reimbursement of school-related travel expenses:

Transportation

- Travel shall be by the most economical method, whether by private automobile, school vehicle or common carrier such as bus, train or plane.
- If travel is by private automobile, mileage shall be reimbursed at the level approved by the Internal Revenue Service for business travel. Parking and tolls will also be reimbursed but gasoline will not.
- Rental car expenses will be reimbursed only if authorized in advance. Receipts must be attached.
- Air travel is only allowed when determined by the Board President or the Superintendent to be in the district's best interest. Air travel shall be reimbursed at the lowest feasible fare available and shall not exceed regular coach class fare. Travel arrangements should be made as soon as reasonably practicable so as to avoid payment of a higher fare due to a late booking.

Mileage Reimbursement (Other than conference related travel)

*The district shall reimburse employees for required travel between district buildings. Reimbursement shall be at the approved mileage rate as determined by the Internal Revenue Service. In order to be reimbursed, the following procedures **must** be followed:*

- *Prepare an open purchase order for mileage reimbursement. Estimate the amount requested for the full school year.*
- *Travel between district buildings will be reimbursed in accordance with the district mileage chart only.*
- *Reimbursement requests should be via voucher. The voucher must indicate the date of travel, the buildings traveled to/from, approved mileage with district chart attached, and reimbursement amount requested. All vouchers must be signed by a building principal.*
- *Checks will be issued in accordance with the 2015-16 schedule of bills. To be included in a check run, all vouchers/PO's must be received in Accounts Payable two (2) days prior to the scheduled check date. If you miss this date, your reimbursement will be processed in the next check run. There will be **no** exceptions.*
- *Checks will be issued for mileage totaling \$25.00 or greater; amounts less than \$25.00 will be reimbursed during the last check run, June 30th.*

Lodging

- Persons traveling on district-related business are expected to secure the most reasonable rate for necessary hotel accommodations. The district will reimburse for actual lodging fees up to the maximum lodging fee set by the federal government for that location.
- When the rate is pre-determined by the organization sponsoring the event, the traveler shall secure a room rate at no more than the pre-determined rate notwithstanding what the federal travel reimbursement rate is. Hotel accommodations at a rate other than the most reasonable rate or a pre-determined rate described above will be reimbursed only if approved by the Board President (for members of the board and the Superintendent) and the Superintendent (for all others) prior to the stay.

Meals

Reimbursable meal charges, including gratuities, for persons traveling for district-related business shall be as follows:

- Breakfast \$_____ (e.g., \$10.00)
- Lunch \$_____ (e.g., \$15.00)
- Dinner \$_____ (e.g., \$40.00)

OR

Daily Total \$_____ (e.g., \$55.00)

Personal Expenses

The district does not reimburse persons traveling on district-related business for personal expenses including, but not limited to, pay television, hotel health club facilities, alcoholic beverages, theater and show tickets, and telephone calls and transportation costs unrelated to district business.

Promulgated: November 7, 2011

The following is the current practice in the West Babylon Union Free School District which is covered under the collective bargaining agreement and are included in this policy for the purposes of clarity.

Service Credit for In-district Work:

The opportunity to apply for prior service credit will be limited to 30 days after completing the six (6) month probationary period. Prior service credit will be granted based on the following criteria:

> Credit for part-time related service does not include per diem substitute work. It does include regular substitute work for a semester or more. Regular substitute part-time related service in the school district will be converted to full time years for salary credit (number of part-time hours worked/by the number of hours in a full-time year = full years service).

> Credit for regular substitute part-time unrelated service. Regular substitute part-time unrelated service in the school district will be converted to full-time years. One-half of these years will be used for salary credit (number of part-time hours worked/by the number of hours in a full-time year/by one-half).

Longevity Credit (Clerical, Custodial, Mechanics)

A. *Full-time and part-time salary schedules - The number of years credit for out-of-district service plus the number of years worked in the district equals step placement for longevity credit.*

B. *Part-time to Full-time (excludes per diem work) - The number of years of part-time service converted to full-time years (using the rationale outlined in I and II) equals step placement for longevity credit.*

Service Credit - Prior service in regular permanent employment - Credit for outside experience will be granted under the following conditions to clerical workers, custodial workers, and mechanics.

A. Direct Experience - One (1) full year of credit shall be allowed for each of the first two (2) years of direct experience, and one-half (1/2) year of credit for each of the next four (4) years of direct experience. The maximum credit allowed shall be four (4) years.

B. Related Experience - One-half (1/2) year of credit shall be allowed for each of the first two (2) years of related experience, and one-fourth (1/4) year of credit for each of the next four (4) years of related experience. The maximum credit allowed shall be two (2) years.

C. Time Limitation - Credit shall not be allowed for either direct or related experience obtained more than six (6) years prior to appointment.

D. Placement on Salary Schedule - In accordance with the above regulations, no new employee may be started on the salary schedule beyond the fifth step for direct experience, or beyond the third step for related experience, without special action by the Board of Education.

Eligibility for Salary Increments:

A. Twelve-month employees - New employees starting in the school district after January 1 will not be eligible for the next step until one (1) year from the following July.

B. Ten-month employees - New employees starting in the school district after February 1 will not be eligible for the next step until one (1) year from the following September.

Probationary Period for New Personnel:

All new non- instructional personnel shall serve a probationary period of six (6) months.