

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK
REGULAR MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
TUESDAY – FEBRUARY 23, 2016
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]

[7:00 P.M. - Public Session Resumes Beginning with Item #3]
3. Approval of minutes of previous meeting(s): Regular Meeting: January 26, 2016
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
12. Business Agenda [****Consent Agenda Items**]
 - A. **BOARD OF EDUCATION**
 - ** (R) Approval of Uniondale and East Islip Union Free School Districts to provide Health Services, to West Babylon School District Resident Students, during the 2015-2016 School Year (Res. #BE-1)
 - ** (R) Adoption of the Proposed 2016-2017 School District Calendar (Res. #BE-2)
 - B. **PERSONNEL**
 - ** (R) 15-P-13 Professional Personnel
 - ** (R) 15-C-13 Civil Service Personnel (Res. #PE-1)

- C. **FINANCE**
 - ** (R) Budget Transfer (Res. #FI-1)
 - ** (R) Acceptance of Donation (Res. #FI-2)
 - ** (R) Approval of Treasurer’s Report for the Month of December, 2015 (Res. #FI-3)
 - ** (R) Award of Bids (Res. #FI-4 through Res. #FI-7)

- D. **CURRICULUM**
 - ** (R) Acceptance of Donation (Res. #CU-1)

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

- 13. Policy Review:
 - A. Board Review-School District Records-Regulation (Board Revision) (File:1120-R)
 - B. Board Review-Equivalence in Instruction Staff and Materials (First Time Reading) (File:4010)
 - C. Board Review-Grading Systems (First Time Reading) (File:4710)
 - D. Board Review-Disposal of District Property (First Time Reading) (File:6900)
 - E. Board Review-Student Transportation to Certified or Licensed Child Care Facilities (Review) (File:8412)
 - F. Board Review-Transportation Services to Non-certified or Unlicensed Child Care Facilities (Review) (File:8412.1)
 - G. Board Review-Transportation Services for Non-Public Schools (First Time Reading) (File:8413)
 - H. Board Review-Non-Instructional Personnel (Review/Revision Postponed until April 19, 2016) (File:9530.1)

- 14. Board of Education Committee Reports

- 15. Old Business

- 16. New Business:
 - A. **Discussion: 2016-2017 Budget Draft No. 2**
Dr. Yiendhy Farrelly, Superintendent of Schools
Mrs. Michele Psarakis, CPA, Executive Director for Finance & Operations

 - B. **Discussion: Renewal of SCOPE Pre-School License Agreement for the 2016-2017 School Year**
Dr. Yiendhy Farrelly, Superintendent of Schools
Mrs. Michele Psarakis, CPA, Executive Director for Finance & Operations

 - C. **Discussion: Performing Arts Center Carpet Replacement**
Mr. Ray Graziano, Director of Facilities III
Mr. Joe Barone, Performing Arts Center Coordinator & High School Music Chairperson

- 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
January 26, 2016	-----	-----
January 12, 2016	-----	-----
December 8, 2015	-----	-----
November 24, 2015	-----	-----
November 10, 2015	-----	-----
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 – FEBRUARY 23, 2016

RESOLUTIONS

BOARD OF EDUCATION

****#BE-1**

RESOLVED: that the West Babylon Board of Education approves the following school districts, to provide health services, to West Babylon School District resident students, during the 2015-2016 school year:

Uniondale Union Free School District
East Islip Union Free School District

****#BE-2**

RESOLVED: that the West Babylon Board of Education adopts the proposed 2016-2017 School District Calendar, as attached.

PERSONNEL

**#PE-1

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

15-P-13

Professional Personnel

15-C-13

Civil Service Personnel

FINANCE

****#FI-1**

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

<i>ACCOUNT CODE</i>	<i>ACCOUNT CODE DESCRIPTION & TRANSFER EXPLANATION</i>	<i>FROM</i>	<i>TO</i>
A2110.4700	Tuition Foster Care	\$50,000.00	
A2250.4490	Special Education Professional Services		\$50,000.00
	Foster student expenses for 2013-2014 & 2014-2015 school years; student placed in schools outside of the District		

****#FI-2**

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$700, from the Target “Field Trip Grants” program. The donation will be deposited into the Senior High School Trust and Agency account.

****#FI-3**

RESOLVED: that the West Babylon Board of Education approves the Treasurer’s report for the month of December, 2015.

****#FI-4**

RESOLVED: that the West Babylon Board of Education approves Barrett, Bonacci and Van Weele, P.C., as the lowest responsible bidder, to perform survey work in conjunction with the planned site alterations at Santapogue School.

****#FI-5**

RESOLVED: that the West Babylon Board of Education approves American Engineering and Land Surveying, P.C., as the lowest responsible bidder, to perform survey work in conjunction with the planned site alterations at Forest Avenue School and Tooker Avenue School.

**#FI-6

RESOLVED: that the West Babylon Board of Education approves Soil Mechanics, as the lowest responsible bidder, to perform test borings and geotechnical services in conjunction with the planned exterior site alterations at Forest Avenue School and Tooker Avenue School.

**#FI-7

RESOLVED: that the West Babylon Board of Education approves Soil Mechanics, as the lowest responsible bidder, to perform test borings and geotechnical services in conjunction with the planned exterior site alterations at Santapogue School.

CURRICULUM

****#CU-1**

RESOLVED: that the West Babylon Board of Education gratefully accepts the following donation, from Ms. Kristen Carter, Junior High substitute teacher:

One (1) Holton French Horn – Serial No. 620788

FACILITIES

**#FA-1

RESOLVED: that the West Babylon Board of Education declares the following equipment obsolete:

John Deere Snowblower #3
Model No. TRS 27 WB5B
Serial No. MOTR27X100567
WB ID No. 002560

John Deere Snowblower #4
Model No. TRS 27 WB5B
Serial No. MOTR2711193
WB ID No. 20071807

WEST BABYLON UNION FREE SCHOOL DISTRICT
REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - FEBRUARY 23, 2016

BOARD OF EDUCATION

(R) Proposed 2016-2017 School District Calendar (**#BE-2)

Adopted:

PROPOSED - WEST BABYLON SCHOOLS - 2016-2017 CALENDAR

July 2016						
M	T	W	T	F		
					1	
		4	5	6	7	8
		11	12	13	14	15
		18	19	20	21	22
		25	26	27	28	29

- 4 Independence Day
- 5 BOE Re-Org Mtg.

18+1

19

- 8 K-12 Full Day Conf. Day
- 11 Veterans Day
- 18 6-8 Parent/Tchr. Conf. Day (17+2)
- 23 Emergency Drill
- 24-25 Thanksgiving Recess

March 2017						
M	T	W	T	F		
			1	2	3	
		6	7	8	9	10
		13	14	15	16	{17}
		20	21	22	23	24
		27	28	29	30	31

22+1

23

- 17 K-12 Full Day Conf. Day

August 2016						
M	T	W	T	F		
		1	2	3	4	5
		8	9	10	11	12
		15	16	17	18	19
		22	23	24	25	26
		29	30	31		

- 1 Supt. Conf. Day
- 2 WBTA Conf. Day
- 5 Labor Day
- 6 First Day of School

19+2

21

- 1 Supt. Conf. Day
- 2 WBTA Conf. Day
- 5 Labor Day
- 6 First Day of School

September 2016						
M	T	W	T	F		
				{1}	{2}	
		5	6	7	8	9
		12	13	14	15	16
		19	20	21	22	23
		26	27	28	29	30

- 3-4 Rosh Hashanah
- 10 Columbus Day
- 12 Yom Kippur

17

October 2016						
M	T	W	T	F		
			3	4	5	6
			10	11	12	13
			17	18	19	20
			24	25	26	27
			31			

December 2016						
M	T	W	T	F		
				1	2	
		5	6	7	8	9
		12	13	14	15	16
		19	20	21	22	23
		26	27	28	29	30

- 2 K-5 Parent/Tchr. Conf. Day (15+1)
- 23-30 Winter Recess

16

- 2 New Year's Day Observed
- 16 Martin Luther King Day

20

January 2017						
M	T	W	T	F		
		2	3	4	5	6
		9	10	11	12	13
		16	17	18	19	20
		23	24	25	26	27
		30	31			

- 20-24 Mid-Winter Recess

15

February 2017						
M	T	W	T	F		
				1	2	3
		6	7	8	9	10
		13	14	15	16	17
		20	21	22	23	24
		27	28			

April 2017						
M	T	W	T	F		
		3	4	5	6	7
		10	11	12	13	14
		17*	18	19	20	21
		24	25	26	27	28

- 10-17 Passover/Easter Recess

14

May 2017						
M	T	W	T	F		
		1	2	3	4	5
		8	9	10	11	12
		15	16	17	18	19
		22	23	24	25	26*
		29	30*	31		

- 26-30 Memorial Day Recess

20

- 22 K-5 Half Day Conf. Day
- 23 Regents Rating Day
- 23 9-12 Conf. Day
- 23 Last Day of School

17

School Closed [] BOE Meeting - 7:00 PM [] Conference Day []

{#}

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WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - FEBRUARY 23, 2016

PERSONNEL

(R) Schedules: 15-P-13 Professional Personnel
 15-C-13 Civil Service Personnel (**#PE-1)



PROFESSIONAL PERSONNEL SCHEDULE

- I. Professional Personnel Schedule 15-P-13**
 - A. Family Medical Leaves
 - B. Salary Adjustments
 - C. Tutorials
 - D. Spring 2015-2016 Intramural Advisors
 - E. Spring 2015-2016 Coaching
 - F. 2015-2016 Student Teachers/Observers/Interns
 - G. 2015-2016 Per Diem Substitute

CIVIL SERVICE PERSONNEL SCHEDULE

- II. Civil Service Personnel Schedule 15-C-13**
 - A. Resignations
 - B. LOA Returnees
 - C. Prior Service Credit
 - D. Probationary Appointments
 - E. 2015-2016 Per Diem Substitutes

SCHEDULE 15-P-13 Professional Personnel Schedule

Date of Meeting: February 23, 2016

Page 1 of 4 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Borland, Bridgette	Elementary Tchr.	SA		1/12/16 -	Family Medical Leave
Ayerle, Antoinette	Elementary Tchr.	TA		2/1/16 -	Family Medical Leave
Satriano, Paul	School Guidance Counselor	HS		2/9/16 -	Family Medical Leave
Salary Adjustments:					
Jones, Taylor	Science Tchr.	HS	FROM: Step A-1-1/ \$48,759.	<u>Retroactive to 2/11/16:</u> TO: Step A-3-1/ \$53,635.	
Shaw, Lauren	Special Ed. Tchr.	FA	FROM: Step A-5-1/ \$56,073.	<u>Effective 2/29/16:</u> TO: Step A-6-1/ \$61,071.	
<u>Tutorials:</u>			\$37.14/session	February - June, 2016	611 IDEA Grant [10 sessions]
Craig, Amanda					

SCHEDULE 15-P-13 Professional Personnel Schedule

Date of Meeting: February 23, 2016

Page 2 of 4 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<u>Intramural Advisors:</u>			\$28.21/hr.	Spring, 2015 - 2016	
Raimondi, Theresa	FA				
Riviezzo, Francis	FA				
Burden, Jessica	JK				
Koentje, Nicholas	JK				
Durkin, Kelly	SA				
Suchoboky, Megan	SA				
Brett, Carol	SB				
Chiquitucto, Alison	SB				
Russo, Michael	SB				
Torres, Nicole	SB				
Bellacosa, Michael	TA				
Fischer, Theresa	JH				
Richert, Danielle	JH				
Orsi, Joan	HS				
<u>Coaches:</u>				Spring, 2015 - 2016	
Maxwell, Michael	Varsity Asst.	Lacrosse (B)	\$5,189.		
Hagans, Connor	JV Head	Lacrosse (B)	\$5,189.		[resignation]
Hartmann, Thomas	JV Head	Lacrosse (B)	\$5,189.		[repl. C. Hagans]
Iannetta, April	Varsity Asst.	Lacrosse (G)	\$5,189.		[pending FA/CPR]
Mauro, Kathryn	JV Head	Lacrosse (G)	\$5,189.		
Olbeter, Brittany	JHS Head	Lacrosse (G)	\$4,436.		
Horstmann, Thomas	JV Head	Tennis (B)	\$4,170.		
<u>Volunteer Coach:</u>					
Smith, William	Varsity	Lacrosse (G)	-\$0.-		
<u>Student Teachers/Observers/Interns:</u>				Spring, 2015 - 2016	
Darby, Nicholas	Social Studies	HS/JH			
Davide, Taylor	Physical Education	HS			
Anderson, Nicole	Special Education	JK			
Forcina, Chris	Social Studies	HS			
Knight, Bobbi	Elem./Special Ed.	TA			
Minnella, Amanda	Social Studies/Special Ed.	HS			
Temps, Megan	Mathematics	HS			
<u>Per Diem Substitute:</u>			DW	\$110./day	2015 - 2016
Marino, Alyssa					[cert: School Counselor]

SCHEDULE 15-C-13 Civil Service Personnel Schedule

Date of Meeting: February 23, 2016

Page 3 of 4 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Fanelli, Kimberly	Paraprofessional (special ed. aide)	TA		2/4/16	Resignation
Kurz, Melissa	School Bus Driver	Trans.		2/8/16	Resignation
Morante, Donna	Paraprofessional (pt/clerk typist)	JH		2/23/16	Resignation
Lathbury, Florence	School Bus Driver	Trans.		12/21/15	Returned from LOA
Scottaline, Edwin	Paraprofessional (hall monitor)	HS		2/29/16	Returning from LOA
Thiel, Michael	Custodial Worker I	SA	Step 3/ \$45,473. (prorate)	1/1/16	Prior Service Credit [experience verified]
Barry, Michael	Custodial Worker I	JH	Step 1/ \$40,597. (prorate)	2/24/16	Probationary Appt.
*Guerrera, Robert	Maintenance Mechanic II	DW	Step 1/ \$39,438. (prorate)	2/24/16	Probationary Appt.
Amato, Alexandra	Paraprofessional (school monitor)	SA	Step 1/ \$13.64/hr.	2/24/16	Probationary Appt.

*Emergency Conditional Appointment

SCHEDULE 15-C-13 Civil Service Personnel Schedule

Date of Meeting: February 23, 2016

Page 4 of 4 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Brueckner, Roxanne	Food Service Worker 'B'	HS	Step 1/ \$11.72/hr.	2/24/16	Probationary Appt.
Ubri, Yvonne	Food Service Worker 'B'	JH	Step 1/ \$11.72/hr.	2/24/16	Probationary Appt.
Per Diem Substitutes:		DW	\$16.75/hr.	2015 - 2016	Guards
*Carchidi, Thomas					
*Dubiel, Ronald					
*Lee, Zachary					
*Mendes, David					
Per Diem Substitute:		DW	\$9./hr.	2015 - 2016	Paraprofessional
Hausler, Judith					

*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT


REGULAR MEETING - BOARD OF EDUCATION - TUESDAY- FEBRUARY 23, 2016

FINANCE

- (R) Award of Barrett, Bonacci and Van Weele, P.C. Survey Work
Bid - Santapogue School (**#FI-4)
- (R) Award of American Engineering and Land Surveying, P.S. Survey
Work Bid - Forest Avenue and Tooker Avenue Schools (**#FI-5)
- (R) Award of Soil Mechanics Test Borings and Geotechnical Services
Bid - Forest Avenue and Tooker Avenue Schools (**#FI-6)
- (R) Award of Soil Mechanics Test Borings and Geotechnical Services
Bid – Santapogue School (**#FI-7)

West Babylon Schools
Office of Business Administration

MEMORANDUM

TO: Dr. Yiendhy Farrelly, Superintendent
FROM: Michele Psarakis, Executive Director for Finance 
DATE: February 3, 2016
RE: Board of Education Agenda Item

I recommend the following item be placed on the February 23, 2016 agenda:

RESOLVED: that the West Babylon Board of Education approves Barrett, Bonacci and Van Weele, P.C. as the lowest responsible bidder to perform survey work in conjunction with the planned site alterations at Santapogue Elementary School.

FEB 18 2016





BURTON ♦ BEHRENDT ♦ SMITH

ARCHITECTURE LANDSCAPE ARCHITECTURE
ENGINEERING

ROGER P. SMITH, A.I.A., LEED AP, PRINCIPAL
LAWRENCE SALVESEN, A.I.A., LEED AP
FREDERICK W. SEEBB, P.E., LEED AP

January 22, 2016

West Babylon Union Free School District-13
10 Farmingdale Road
West Babylon, NY 11704

Attention: Mr. Raymond Graziano
Plant Facilities Administrator

Re: West Babylon Union Free School District
Santapogue School
Site Modifications
2015 Bond Referendum
BBS File No. 16-101 C

Dear Mr. Graziano,


We have, on behalf of the District, solicited proposals from three firms to perform survey work, in conjunction with the planned site alterations. The proposals were to include utility mark-out with a localized survey and topography by a licenses Surveyor.

Summary of the proposals are as follows:

- Donald DeKenipp L.S., P.C. \$42,475.00
- LKMA \$18,500.00
- Barrett Bonacci & Van Weele, P.C. \$15,000.00

Having worked with all three firms in the past and finding all to be capable of performing the required work, we are recommending Barrett Bonacci & Van Weele, P.C. for the job. If accepted, please extend a letter of acceptance and Notice to Proceed to Barrett Bonacci & Van Weele, P.C. and kindly "cc" our office with your reply. If there is anything else you need regarding this matter, do not hesitate to call.

Very truly yours,


James Illig, AIA

cc: K. Grundner, BBS

enclosures



West Babylon Schools
Office of Business Administration

MEMORANDUM

TO: Dr. Yiendhy Farrelly, Superintendent
FROM: Michele Psarakis, Executive Director for Finance
DATE: February 3, 2016
RE: Board of Education Agenda Item



I recommend the following item be placed on the February 23, 2016 agenda:

RESOLVED: that the West Babylon Board of Education approves American Engineering and Land Surveying P.C. as the lowest responsible bidder for survey work in conjunction with the planned site alterations at Forest Avenue and Tooker Avenue Elementary Schools.

FEB 10 2016





BURTON ♦ BEHRENDT ♦ SMITH

ARCHITECTURE LANDSCAPE ARCHITECTURE
ENGINEERING

ROGER P. SMITH, A.I.A., LEED AP, PRINCIPAL
LAWRENCE SALVESEN, A.I.A., LEED AP
FREDERICK W. SEEBB, P.E., LEED AP

January 22, 2016

West Babylon Union Free School District-13
10 Farmingdale Road
West Babylon, NY 11704

Attention: Mr. Raymond Graziano
Plant Facilities Administrator

Re: West Babylon Union Free School District
Forest & Tooker Elementary Schools
Site Modifications
2015 Bond Referendum
BBS File No. 16-101 A & E

Dear Mr. Graziano,

We have, on behalf of the District, solicited proposals from three firms to perform survey work, in conjunction with the planned site alterations. The proposals were to include utility mark-out with a localized survey and topography by a Licenses Surveyor.

Summary of the proposals are as follows:

- Barrett, Bonacci & Van Weele, P.C.....\$28,500.00
- LKMA\$26,600.00
- American Engineering & Land Surveying P.C.\$19,250.00

Having worked with all three firms in the past and finding all to be capable of performing the required work, we are recommending American Engineering & Land Surveying P.C. for the job. If accepted, please extend a letter of acceptance and Notice to Proceed to American Engineering & Land Surveying P.C. and kindly "cc" our office with your reply. If there is anything else you need regarding this matter, do not hesitate to call.

Very truly yours,


James Illig, AIA

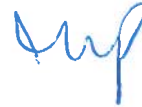
cc: K. Grundner, BBS

enclosures

West Babylon Schools
Office of Business Administration

MEMORANDUM

TO: Dr. Yiendhy Farrelly, Superintendent
FROM: Michele Psarakis, Executive Director for Finance
DATE: February 3, 2016
RE: Board of Education Agenda Item



I recommend the following item be placed on the February 23, 2016 agenda:

RESOLVED: that the West Babylon Board of Education approves Soil Mechanics as the lowest responsible bidder to perform test borings and geotechnical services in conjunction with the planned exterior site alterations at Forest Avenue and Tooker Avenue Elementary Schools.



FEB 10 2016



BURTON ♦ BEHRENDT ♦ SMITH

ARCHITECTURE LANDSCAPE ARCHITECTURE
ENGINEERING

ROGER P. SMITH, A.I.A., LEED AP, PRINCIPAL
LAWRENCE SALVESEN, A.I.A., LEED AP
FREDERICK W. SEEDA, P.E., LEED AP

January 22, 2016

West Babylon Union Free School District-13
10 Farmingdale Road
West Babylon, NY 11704

Attention: Mr. Raymond Graziano
Plant Facilities Administrator

Re: West Babylon Union Free School District
Forest & Tooker Schools
Site Modifications
2015 Bond Referendum
BBS File No. 16-101 A & E

Dear Mr. Graziano,

We have, on behalf of the District, solicited proposals from two firms to perform test borings & geotechnical services, in conjunction with the planned exterior site alterations. The proposals were to include 21 borings for different purposes which are described in the attached RFP letter, dated January 4, 2016.

Summary of the proposals are as follows:

- **Soil Mechanics**
 - 21 borings & geotechnical report and Contractor submittals..... \$7,975.00
 - Unit costs for gradation & PH..... \$120.00/ea.
 - Proctor compaction..... \$375.00/ea.
 - Organic content (topsoil analysis)..... \$200.00/ea.

- **Universal Testing & Inspection**
 - 21 borings & geotechnical report and Contractor submittals..... \$10,100.00
 - Unit costs for gradation \$69.00/ea.
 - Proctor compaction..... \$110.00/ea.
 - Organic content (topsoil analysis)..... \$200.00/ea.



BURTON

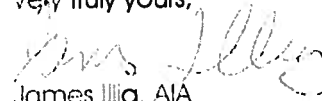
BEHRENDT

SMITH

Mr. Graziano
January 22, 2016
Page 2

Having worked with both firms in the past and finding both to be capable of performing the required work, we are recommending Soil Mechanics for the job. While their unit costs are higher for additional testing, their upfront cost is less. If accepted, please extend a letter of acceptance and Notice to Proceed to Soil Mechanics and kindly "cc" our office with your reply. If there is anything else you need regarding this matter, do not hesitate to call.

Very truly yours,


James Illig, AIA

cc: K. Grundner, BBS

enclosures

West Babylon Schools
Office of Business Administration

MEMORANDUM

TO: Dr. Yiendhy Farrelly, Superintendent
FROM: Michele Psarakis, Executive Director for Finance
DATE: February 3, 2016
RE: Board of Education Agenda Item



I recommend the following item be placed on the February 23, 2016 agenda:

RESOLVED: that the West Babylon Board of Education approves Soil Mechanics as the lowest responsible bidder to perform test borings and geotechnical services in conjunction with the planned exterior site alterations at Santapogue Elementary School.

FEB 10 2016





BURTON ♦ BEHRENDT ♦ SMITH

ARCHITECTURE LANDSCAPE ARCHITECTURE
ENGINEERING

ROGER P. SMITH, A.I.A., LEED AP, PRINCIPAL
LAWRENCE SALVESEN, A.I.A., LEED AP
FREDERICK W. SEEBÄ, P.E., LEED AP

January 22, 2016

West Babylon Union Free School District-13
10 Farmingdale Road
West Babylon, NY 11704

Attention: Mr. Raymond Graziano
Plant Facilities Administrator

Re: West Babylon Union Free School District
Santapogue ES
Site Modifications
2015 Bond Referendum
BBS File No. 16-101C

Dear Mr. Graziano,

We have, on behalf of the District, solicited proposals from two firms to perform test borings & geotechnical services, in conjunction with the planned exterior site alterations. The proposals were to include 9 borings for different purposes which are described in the attached RFP letter, dated January 5, 2016.

Summary of the proposals are as follows:

- **Soil Mechanics**
 - 9 borings & geotechnical report and Contractor submittals\$5,975.00
 - Unit costs for gradation & PH \$125.00/ea.
 - Proctor compaction \$375.00/ea.
 - Organic content (topsoil analysis) \$200.00/ea.

- **Universal Testing & Inspection**
 - 9 borings & geotechnical report and Contractor submittals\$6,025.00
 - Unit costs for gradation \$70.00/ea.
 - Proctor compaction \$110.00/ea.
 - Organic content (topsoil analysis) \$200.00/ea.



BURTON

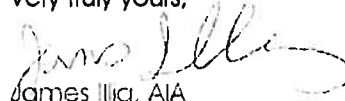
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Mr. Graziano
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Very truly yours,


James Illig, AIA

cc: K. Grundner, BBS

enclosures

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY – FEBRUARY 23, 2016

POLICY

- A. Board Review-School District Records-Regulation (Board Revision)
(File:1120-R)
- B. Board Review-Equivalence in Instruction Staff and Materials
(First Time Reading) (File:4010)
- C. Board Review-Grading Systems (First Time Reading) (File:4710)
- D. Board Review-Disposal of District Property (First Time Reading) (File:6900)
- E. Board Review-Student Transportation to Certified or Licensed Child Care
Facilities (Review) (File:8412)
- F. Board Review-Transportation Services to Non-certified or Unlicensed
Child Care Facilities (Review) (File:8412.1)
- G. Board Review-Transportation Services for Non-Public Schools
(First Time Reading) (File:8413)
- H. Board Review-Non-Instructional Personnel (Review/Revision Postponed
until April 19, 2016) (File:9530.1)

SCHOOL DISTRICT RECORDS REGULATION

The following comprises the rules and regulations relating to the inspection and production of school district records:

I. Designation of Officers

1. The Records Access Officer and Records Management Officer shall be the District Clerk. She shall:
 - receive requests for records of the Board of Education and make such records available for inspection or copying when such requests are granted; and
 - compile and maintain a detailed current list by subject matter, of all records in the possession of the Board, whether or not available to the public.
 - *Ensure that district information that is not permitted to be released is not released (see section IV – Records Exempted from Public Access – below.*
 - develop and oversee a program for the orderly and efficient management of district records.

II. Definition of Records

1. A record is defined as any information kept, held, filed, produced or reproduced by, with or for the district in any physical form whatsoever, including but not limited to reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or disks, rules, regulations or codes.
2. The Records Access Officer will have the responsibility for compiling and maintaining the following records:
 - a. a record of the final vote of each member of the Board on any proceeding or matter on which the member votes;
 - b. a record setting forth the name, school or office address, title and salary of every officer or employee of the district; and
 - c. a reasonably detailed current list by subject matter of all records in possession of the district, whether or not available for public inspection and copying.
3. No record for which there is a pending request for access may be destroyed. However, nothing in these regulations shall require the district to prepare any record not possessed or maintained by it except the records specified in II(2), above.

III. Access to Records

1. Time and place records may be inspected: Records may be requested from, and inspected or copied at, the Office of the Records Access Officer, at 10 Farmingdale Road on any business day on which the district offices are open. Records may also be requested via e-mail at the following address: **ajones@wbschools.org**
2. Fees: The fee for documents up to 9 x 14 inches is 25 cents per page. For documents larger than 9 x 14 inches, tape or cassette records, or computer printouts, the cost will be based on the cost of reproduction or program utilized. Fees are subject to periodic review and change. However, no fee shall be charged for records sent via e-mail, the search for or inspection of records, certification of documents, or copies of documents which have been printed or reproduced for distribution to the public. The number of such copies given to any one organization or individual may be limited, in the discretion of the Records Access Officer.
3. Procedures: Requests to inspect or secure copies of records shall be submitted in writing, either in person, by mail or via e-mail, to the Records Access Officer.
4. All requests for information shall be responded to within five business days of receipt of the request. If the request cannot be fulfilled within five business days, the Records Access Officer shall acknowledge receipt of the request and inform requestor of the approximate date when the request will be granted or denied.

5. If a request cannot be granted within 20 business days from the date of acknowledgement of the request, the district must state in writing both the reason the request cannot be granted within 20 business days, and a date certain within a reasonable period when it will be granted depending on the circumstances of the request.
6. Denial of Access: When a request for access to a public record is denied, the Records Access Officer shall indicate in writing the reasons for such denial, and the right to appeal.
7. Appeal: An applicant denied access to a public record may file an appeal by delivering a copy of the request and a copy of the denial to the Superintendent within 30 days after the denial from which such appeal is taken.
8. The applicant and the New York State Committee on Open Government will be informed of the Superintendent's determination in writing within 10 business days of receipt of an appeal. The Superintendent shall transmit to the Committee on Open Government photocopies of all appeals and determinations.

IV. Records Exempted from Public Access

The provisions of this regulation relating to information available for public inspection and copying shall not apply to records that:

1. are specifically exempted from disclosure by state and/or federal statute;
2. if disclosed would constitute an unwarranted invasion of personal privacy;
3. if disclosed would impair present or imminent contract awards or collective bargaining negotiations;
4. are confidentially disclosed to the Board and compiled and maintained for the regulation of commercial enterprise, including trade secrets, or for the grant or review of a license;
5. are compiled for law enforcement purposes and which, if disclosed, would:
 - a. interfere with law enforcement investigations or judicial proceedings;
 - b. deprive a person of a right to a fair trial or impartial adjudication;
 - c. identify a confidential source or disclose confidential techniques or procedures, except routine techniques or procedures; or
 - d. reveal criminal investigative techniques or procedures, except routine techniques and procedures;
6. records which if disclosed would endanger the life or safety of any person;
7. records which are interagency or intra-agency communications, except to the extent that such materials consist of:
 - a. statistical or factual tabulations or data;
 - b. instructions to staff which affect the public;
 - c. final Board policy determinations; or
 - d. external audits, including but not limited to audits performed by the comptroller and the federal government;
8. records which are examination questions or answers that are requested prior to the final administration of such questions;
9. records which are computer access codes.

V. Prevention of Unwarranted Invasion of Privacy

To prevent an unwarranted invasion of personal privacy, the Records Access Officer may delete identifying details when records are made available.

An unwarranted invasion of personal privacy includes but shall not be limited to:

1. disclosure of confidential personal matters reported to the Board which are not relevant or essential to the ordinary work of the Board;
2. disclosure of employment, medical or credit histories or personal references of applicants for employment, unless the applicant has provided a written release permitting such disclosures;
3. sale or release of lists of names and addresses in the possession of the Board if such lists would be used for private, commercial or fund-raising purposes;
4. disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such records are not relevant or essential to the ordinary work of the Board; or
5. disclosure of items involving the medical or personal records of a client or patient in a hospital or medical facility.

Unless otherwise deniable, disclosure shall not be construed to constitute an unwarranted invasion of privacy when identifying details are deleted, when the person to whom records pertain consents in writing to disclosure, or when upon representing reasonable proof of identity, a person seeks access to records pertaining to him or her.

VI. Listing of Records

Pursuant to Section 87(3)(c) of the Public Officers Law, the current records retention schedule for school districts, published by the Commissioner of Education, shall serve as the list by subject matter of all records in the possession of the school district, whether or not available under the law.

VII. Litigation-Hold

The Superintendent will designate a “discovery” team, comprised of the School Attorney, the Coordinator of K-12 Student Data & Instructional Technology, the Records Access and Records Management Officer and other personnel as needed. The discovery team will convene in the event that litigation is commenced to plan to respond to the request for records. The Superintendent, with assistance from the Coordinator of K-12 Student Data & Instructional Technology, will ensure that measures are put in place to preserve applicable records.

Promulgated: 12/08/2009

Revised: 3/24/14

Equivalence in Instructional Staff and Materials

In accordance with the federal No Child Left Behind Act, the Board of Education directs that services in Title I schools and programs, when taken as a whole, shall be substantially comparable to services and schools and programs that do not receive Title I funds. This includes curriculum materials, instructional supplies, and personnel (teachers, administrators, and other personnel).

The Superintendent of Schools shall follow the State Education Department guidelines in determining such equivalence on an annual basis, and report to the Board, upon request, on the status of district schools with regard to equivalence. The district shall maintain records, updated biannually, documenting this equivalence.

Complaints regarding the district's implementation of this equivalence requirement shall be addressed in accordance with Board Policy 1400 – Public Complaints and 1420 - Complaints About Curricula or Instructional Materials.

Cross Ref:

Board Policy

1400 – Public Complaints; 1420 - Complaints About Curricula or Instructional Materials; 1900 Parental Involvement

Ref:

20 USC§6321(c) (No Child Left Behind Act of 2001)

Adoption:

GRADING SYSTEMS

Grading is considered a positive tool to indicate achievement and development in each class or subject in which a student is enrolled. The Board of Education recognizes that the classroom teacher has the primary responsibility to evaluate students and determine student grades.

The district shall use a uniform grading system. Classroom teachers shall evaluate students and assign grades according to the established system.

Grading shall be based upon student improvement, achievement, and participation in classroom discussions and activities. Parents/guardians shall be provided a written report card at least three (3) times a year for elementary level and four (4) times a year for secondary level, regarding their child's progress. The use of marks and symbols will be appropriately explained.

It is appropriate to consider the difficulty of the course when recording the grade. This weighting of the final course grade is to be uniformly applied by assigning a multiplier to all courses on a fair and equitable basis. The teacher's grade will be multiplied by the following factors:

Regents Course	1.05
Honors Course	1.10
*Advance Placement Course	1.15

*The advanced placement multiplier is applied only when the student takes the associated advanced placement examination. The Honors multiplier is used for advanced placement courses if the examination is not taken.

Grading shall not be used for disciplinary purposes, i.e., reducing grade for an unexcused absence, although a lower grade can be given for failure to complete assigned work or for lack of class participation.

Processing and Changing Student Grades

Grades are expected to be submitted in a timely fashion to be reported to parents. Submission of grades will be open until a date set by the Building Principal, at which point the grading system will be closed and locked. Any submissions after that date must be accompanied by a written request. Grading systems will only be unlocked for enough time to allow the modification. Any extension to the date the system will be locked must be approved by the Building Principal.

While [T]he professional judgment of the teacher shall be respected, it is understood that occasionally there may need to be an adjustment in grades after the term. Examples include, but are not limited to, reflecting additional assignments, correcting mistakes, or to accommodate student illnesses. Once a grade is assigned to a student by a teacher, the grade may only be changed by the Executive Director [Assistant Superintendent] for Curriculum and Instruction [Student Services] after notification to the teacher of the reason for such change.

All grade changes require supporting documentation, to be maintained in the system and in the student's record, including the name and title of the person making the request, the date of the request, and the specific reason(s) for the change.

The district's student management system will serve as a historic and official representation of the grades and credits earned. Grade changes and documentation will be filed in the student's permanent record folder.

Should an administrator enforce a grade change contrary to the teacher's assigned grade, he/she shall be prepared to report to the Superintendent of Schools and/or the Board.

Cross-ref: 5100, Attendance

Ref: Education Law §§3202; 3205 et seq.	Matter of Nathaniel D., 32 EDR 67 (1992)
Matter of Hegarty, 31 EDR 232 (1992)	Matter of Shepard, 31 EDR 315 (1992)
Matter of Handicapped Child, 32 EDR 83 (1992)	Matter of Ackert, 30 EDR 31 (1990)
Matter of Augustine, 30 EDR 13 (1990)	Matter of Boylan, 24 EDR 421 (1985)
Matter of Burns, 29 EDR 103 (1989)	Matter of Chipman, 10 EDR 224 (1971)
Matter of Dickershaid, 26 EDR 112 (1986)	Matter of Fitchett-Delk, 25 EDR 178 (1985)
Matter of Gibbons, 22 EDR 134 (1982)	Matter of LaViolette, 24 EDR 37 (1984)
Matter of MacWhinnie, 20 EDR 145 (1980)	Matter of McClurkin, 28 EDR 136 (1988)
Matter of Reid, 65 Misc 2d 718 (1971)	Matter of Rivers, 27 EDR 73 (1987)
Matter of Shamon, 22 EDR 428 (1983)	

Adoption date: 11/9/10

DISPOSAL OF DISTRICT PROPERTY**6900**

Building administrators and support staff supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Each year, a determination shall be made of which equipment, supplies and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the school district. Such equipment, supplies, or materials shall be sold through bid procedures, if possible, for the highest possible price.

The Executive Director for Finance *and Operations* shall be authorized to dispose of obsolete or surplus equipment and supplies in the following manner:

1. reassign the items, as needed, to other locations within the school district;
2. centralize the storage of items of potential usefulness; and/or
3. discard or sell as surplus those items determined to be of no further use or worthless.

Prior to reassigning, storing, discarding or selling any equipment or supplies (including computer hardware and software), the district shall ensure that all district-related data and information is permanently and completely removed. If such data or information is of a sensitive, personal or confidential nature, and cannot be permanently and completely removed prior to discarding or selling, the equipment or supplies shall be destroyed, and if reassigned or stored, the district shall note that district data or information has not been permanently and completely removed. The district shall also ensure that all district-related data and information is permanently and completely removed from equipment that is leased from a third party, prior to returning the equipment. The district shall work with the third party provider to ensure that district data and information is able to be permanently and completely removed from the equipment.

The following procedure shall be implemented once an article has been declared surplus by the Board of Education:

- Notice of the sale of surplus articles shall be published in an official newspaper of the district.
- The notice shall contain (1) a list of all articles for sale; (2) a brief description of each article; (3) the location and time for viewing the articles; and (4) instructions for the submission of sealed bids to the Business Office.
- The notice shall also be sent to interested parties and to other school districts, when appropriate.
- The bids shall be opened and reviewed by the Executive Director for Finance and Operations and he/she shall make recommendations to the Board to award the sale to the highest responsible bidder.

- In the event that no bids are received, the Executive Director for Finance and Operations shall take whatever steps necessary to dispose of the articles.

Ref: General Municipal Law §§51; 800 et seq.
Ross v. Wilson, 308 NY 605 (1955)
Matter of Baker, 14 EDR 5 (1974)
Op. St. Compt. 58-120

Adoption date: November 7, 2011

**Student Transportation to Certified
or Licensed Child Care Facilities**

8412

The Board of Education recognizes there are students in the schools of West Babylon who are enrolled in certified and/or licensed child care facilities and attend these centers on a regular basis directly after school hours. These students are eligible for after school transportation to the certified and/or licensed child care facilities given that the facilities have shown evidence of certification and/or licensure, pursuant to Section 390 of Social Services Law, are within the boundaries of the West Babylon UFSD, in accordance with the District's mileage limits.

Legal References:

New York State Education Law, § 3635 (1)(b)(ii)(e)
Chapter 665 of the Laws of 1990
Section 390 of Social Services Law

Cross Reference: Policy 8400

Adopted: 4/13/92
Reviewed: 2/26/01
Reviewed: 11/20/06
Revised: 11/13/12

**Transportation Services to Non-certified or
Unlicensed Child Care Facilities**

8412.1

The district may provide transportation for any child attending kindergarten through eighth grade between the youngster's school and before and/or after school child care locations. This transportation is limited to child care locations that are within the attendance zone of the child's school, where the distance between the school attended and the child care facility is in accordance with the district's mileage limits.

District application of the parent or legal guardian, must be submitted not later than the first day of April preceding the next school year. Applications received after April first will be reviewed on a case by case basis. The district may require up to thirty (30) days to initiate any changes.

Legal References:

New York Education Law § 3635 (1)(b)(ii)(e)
Chapter 665 of the Laws of 1990

Cross Reference: Policy 8400

Revised: 11/13/12

Adopted: 4/27/92
Reviewed: 2/26/01
Reviewed: 11/20/06
Revised: 11/13/12

Transportation Services for Non-Public Schools**8413**

In accordance with state law, the district shall provide transportation to students attending state accredited non-public, private and parochial schools within or outside the district. This transportation shall be under similar or like circumstances.

If the district provides transportation to non-public schools for students living within the applicable mile limits, it must establish a centralized pickup point for the transportation to such non-public schools for students living beyond the mileage range.

At its discretion, the district may provide transportation for students residing in the district to non-public schools located more than fifteen miles from the home of a student if such transportation has been provided to the non-public school in at least one of the immediately preceding three school years and such transportation is to be provided from one or more centralized pick-up points. The distance from a pick-up point to the non-public school is not to exceed fifteen miles.

The request for receiving transportation to such schools outside the district must be made in writing by April 1st preceding the school year in which transportation is desired.

If a *parent or guardian, requesting transportation to a non-public school for a child*, is not a district resident on April 1st, written request must be submitted within 30 days after establishing residence.

The district may waive the above deadline dates in cases in which the district is already transporting to the school requested only if there is seating space available on the vehicle, and if the additional student can be accommodated within the time parameters of that route at no additional cost to the district. Such accommodation shall not interfere with prior or subsequent trips for the vehicle.

Legal Reference:

Education Law § 3635.15

Adopted: 1969
Revised: 2/10/92
Renamed: 11/13/12