

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

MONDAY – NOVEMBER 7, 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]

Audit Committee Report

Mr. Peter Rodriguez, CPA, Cullen & Danowski, LLP

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

3. Approval of minutes of previous meeting(s): Regular Meeting: October 25, 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

Technology Update

Mrs. Stephanie Nocerino, Coordinator of K-12 Student Data & Instructional Technology

12. Business Agenda [****Consent Agenda Items**]
 - A. **BOARD OF EDUCATION**
 - ** (R) Approval of the Junior High School Community Service Club for the 2016-2017 School Year (Res. #BE-1)
 - ** (R) Approval of the Junior High School Student Council for the 2016-2017 School Year (Res. #BE-2)
 - ** (R) Approval of Island Therapies to provide Therapy Services, to West Babylon School District Resident Students, during the 2016-2017 School Year (Res. #BE-3)
 - ** (R) Approval of the Lindenhurst Union Free School District, to provide Educational Services, at The Lindenhurst Academy, to West Babylon School District Resident Students, during the 2016-2017 School Year (Res. #BE-4)
 - ** (R) APPR-Certification of Lead Evaluators (Res. #BE-5)

B. PERSONNEL

- ** (R) 16-P-8 Professional Personnel
- ** (R) 16-C-8 Civil Service Personnel (Res. #PE-1)

C. FINANCE

- ** (R) Acceptance of the Independent Auditor’s Report for the Fiscal Year Ending June 30, 2016 (Res. #FI-1)

- 13. Policy Review:
 - A. Board Review: Evaluation of the Superintendent (Second Time Discussion) (File:0320)
 - B. Board Review: Candidates and Campaigning (Third Time Adoption) (File:2120.1)
 - C. Board Review: Staff Substance Abuse (Third Time Adoption) (File:9610)
- 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 25, 2016	-----	-----
September 28, 2016	-----	-----
September 13, 2016	-----	-----
August 23, 2016	A Forest Avenue parent raised a question regarding the change to the walking procedures for students entering the back entrance of the school.	Dr. Farrelly looked into the matter. There will be no change to the walking procedures at Forest Avenue School.
August 2, 2016	-----	-----
July 5, 2016	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING
BOARD OF EDUCATION

BOARD ROOM - ADMINISTRATION BUILDING

MONDAY – NOVEMBER 7, 2016

RESOLUTIONS

BOARD OF EDUCATION

****#BE-1**

RESOLVED: that the Junior High School Community Service Club is approved for the 2016-2017 school year:

Faculty Advisor:	Lorraine Zemba
President:	Olivia Price
Treasurer:	Jillian Duci

****#BE-2**

RESOLVED: that the Junior High School Student Council is approved for the 2016-2017 school year:

Faculty Advisor:	Eileen Moran
President:	Jordyn Hickey
Treasurer:	Kelsey Mulieri

****#BE-3**

RESOLVED: that the West Babylon Board of Education approves the following agency to provide therapy services, to West Babylon School District resident students, during the 2016-2017 school year:

Island Therapies

***BE-4

RESOLVED: that the West Babylon Board of Education approves the following school district, to provide educational services, to West Babylon School District resident students, during the 2016-2017 school year:

Lindenhurst Union Free School District @ The Lindenhurst Academy

***BE-5

WHEREAS, §30-3 of the Rules of the Board of Regents requires certification of lead evaluators for purposes of conducting evaluations of teachers and principals in accordance with the requirements under §3012-d of the Education Law, respecting Annual Professional Performance Reviews;

WHEREAS, the individuals named below have successfully completed a training course that meets the requirements prescribed in §30-3 of the Rules of the Board of Regents;

NOW, THEREFORE, BE IT RESOLVED, that the Superintendent of Schools certifies the following individuals as lead evaluators:

- Scott Payne, Executive Director for Curriculum & Instruction
- Shawn Hanley, Executive Director for Human Resources
- Gregg Cunningham, Principal
- JoAnn Scott, Principal
- Patricia Acocella, Principal
- Charles Germano, Principal
- Jennifer Carere, Principal
- Daniel McKeon, Principal
- Jessica Yawney, Assistant Principal
- Ellice Vassallo, Principal
- Steve O’Leary, Assistant Principal
- Michael Devane, Assistant Principal
- Michael Mack, Director of Student Services
- Jennifer Hoffman, Curriculum Specialist
- Theresa Taplin, Curriculum Specialist
- Stephanie Nocerino, Coordinator of K – 12 Data & Instructional Technology
- Anthony Spinelli, Director of Health & Physical Education
- Mary Castiglie, Independent Lead Evaluator

PERSONNEL

**#PE-1

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

<u>16-P-8</u>	Professional Personnel
<u>16-C-8</u>	Civil Service Personnel

FINANCE

**#FI-1

RESOLVED: that the West Babylon Board of Education accepts the Independent External Auditor's Report, for the fiscal year ending June 30, 2016, as presented to the Audit Committee by Mr. Peter Rodriguez, CPA, from the firm of Cullen and Danowski, LLP.

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - MONDAY - NOVEMBER 7, 2016

PERSONNEL

(R) Schedules: 16-P-8 Professional Personnel
 16-C-8 Civil Service Personnel (**#PE-1)

PROFESSIONAL PERSONNEL SCHEDULE

I. Professional Personnel Schedule 16-P-8

- A. Family Medical Leave
- B. Retirement
- C. Jarema Credit
- D. 2016-2017 Chairpeople
- E. Fall, 2016-2017 Intramural Advisors
- F. Early Winter, 2016-2017 Coaching
- G. Fall, 2016-2017 Student Teachers/Observers/Interns
- H. 2016-2017 Per Diem Substitutes

CIVIL SERVICE PERSONNEL SCHEDULE

II. Civil Service Personnel Schedule 16-C-8

- A. Resignation
- B. Probationary Appointments
- C. Probationary Appointment Date Change
- D. 2016-2017 Per Diem Substitutes

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Myers, Kelly	Art Tchr.	TA/SA		9/20/16 -	Family Medical Leave
Kaiser, Joan	Speech Tchr.	SA		11/30/16	Resignation to Retire [eff. 12/1/16]

Pursuant to NYSED Regulations, Section 3012-c and/or 3012-d of the Education Law, all teaching and supervisory staff appointed on or after July 1, 2015 must receive three (3) annual APPR composite ratings of Effective or Highly Effective in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of his/her probationary appointment to be granted or considered for tenure. Expected date of tenure 09/01/17. This applies to the following teacher:

Craig, Amanda	Elementary				Jarema Credit [2 years]
<u>Chairpeople:</u>				2016 - 2017	
Jabour, Lynette	English 9-12	HS	\$5,230. (prorate)		[prorate upon return from FML]
Amadio, Rachel	English 9-12	HS	\$5,230. (prorate)		[10/26/16 - L. Jabour returns]

<u>Johns Hopkins S.A.T. Tutorials:</u>		JH	\$37.14/session	December-January, 2017	
Heaton, Elise					[6 sessions]
Kohler, Amy					[6 sessions]

SCHEDULE 16-P-8 Professional Personnel Schedule
 Date of Meeting: November 7, 2016
 Page 2 of 5 pages.

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

Intramural Advisors: \$28.21/hr. Fall, 2016

Forest Avenue

Riviezzo, Francis
 Rayola, Michael

John F. Kennedy

Burden, Jessica
 Matthews, Autumn

Santapogue

Durkin, Kelly
 Suchoboky, Megan

South Bay

Chiquitucto, Alison
 Febraro, Nancy
 Granieri, Krista
 McGuire, Debra
 Russo, Michael

Tooker Avenue

Hilbert, Edward
 Rayola, Michael

Junior High

Dahl, Robert
 Fischer, Theresa
 Richert, Danielle

Senior High

Orsi, Joan
 McArdle, Patrick

SCHEDULE 16-P-8 Professional Personnel Schedule

Date of Meeting: November 7, 2016

Page 3 of 5 pages.

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

Coaches:

				Early Winter, 2016-2017	<u>Pending Proof of Certs.</u>
Haigler, Shari	Varsity Asst.	Cheerleading	\$4,170.		
*Lancia, Angelo	Varsity Asst.	Wrestling	\$5,867.		Concussion
*John, Jermaine	JV Head	Wrestling	\$5,867.		Concussion
*Critchley, Christopher	Volunteer	Wrestling	\$-0.-		

Student Teachers/Observers/Interns:

			2016-2017
Hernandez, Cindy	Elementary	FA	Fall
Wien, Matthew	Social Studies	HS	Fall

Per Diem Substitutes:

		DW	\$110./day	2016 - 2017	
Cunningham, David					
D'Agostino, Anna Maria					[cert: Italian 7-12]
Hummel, Kyle					[certs: Math 7-12, SWD 7-12]

*Emergency Conditional Appointment

SCHEDULE 16-C-8 Civil Service Personnel Schedule

Date of Meeting: November 7, 2016

Page 4 of 5 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Tasso, Elizabeth	Paraprofessional (school monitor)	JK		11/4/16	Resignation
*Miller, Annette	Account Clerk Typist	B.O.	Step 1/ \$36,136. (prorate)	11/28/16	Probationary Appt. [C.S. Eligible List #16SR423]
*Moss, Doreen	Account Clerk Typist	B.O.	Step 1/ \$36,136. (prorate)	1/3/17	Probationary Appt. [C.S. Eligible List #16SR423]
Mancuso, Renee	Paraprofessional (school monitor)	TA	Step 1/ \$13.78/hr.	10/27/16	Probationary Appt. [date change]
*Zinerco, Deana	Paraprofessional (special ed. aide)	SA	Step 1/ \$13.78/hr.	11/9/16	Probationary Appt.
*Bilello, Danielle	Paraprofessional (special ed. aide)	TA	Step 1/ \$13.78/hr.	11/9/16	Probationary Appt.
*Vargas, Elizabeth	Paraprofessional (school monitor)	JK	Step 1/ \$13.78/hr.	11/9/16	Probationary Appt.

*Emergency Conditional Appointment

SCHEDULE 16-C-8 Civil Service Personnel Schedule

Date of Meeting: November 7, 2016

Page 5 of 5 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
*Hartranft, Kerry	Paraprofessional (special ed. aide)	JH	Step 1/ \$13.78/hr.	11/9/16	Probationary Appt.
*Gibbs, Alyssa	Paraprofessional (school monitor)	JH	Step 1/ \$13.78/hr.	11/9/16	Probationary Appt.
*Ramirez, Kirsten	Paraprofessional (special ed. aide)	TA	Step 1/ \$13.78/hr.	11/9/16	Probationary Appt.
<u>Per Diem Substitutes:</u>		DW	\$9./hr.	2016 - 2017	
Halvorsen, Angela					Clerical/Paraprofessional
Tasso, Elizabeth				11/8/16 - 6/30/17	Paraprofessional
*Martucci, George	Guard	Elem. Sec./DW	\$17./hr. \$18./hr	2016 — 2017	Substitute

*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - MONDAY - NOVEMBER 7, 2016

POLICY

- A. Board Review-Evaluation of the Superintendent (Second Time Discussion)
(File:0320)
- B. Board Review-Candidates and Campaigning (Third Time Adoption) (File:2120.1)
- C. Board Review-Staff Substance Abuse (Third Time Adoption) (File:9610)

An effective working relationship between the Board and the Superintendent is essential to the successful operation of the school district. The development and maintenance of such a relationship may be greatly assisted by a periodic review of the Superintendent's diverse responsibilities accompanied by an evaluation of the Superintendent's performance. Therefore, the Board shall conduct such evaluation each school year, as per the timeline below.

The purpose of the evaluation shall be to:

1. Establish and maintain good working relationships between the Board and the Superintendent.
2. Improve performance by suggesting areas of responsibility and operating techniques that may be strengthened.
3. Give encouragement and commendation for work well done.
4. Record some evidence of performance and improvement.
5. Offer a guide for the Superintendent's self-appraisal of characteristics and
6. Provide an opportunity for the Board and the Superintendent to confer formally at periodic intervals about the Superintendent's performance.
7. Offer a procedure for comprehensive and dispassionate appraisal in a setting other than during times of crisis.
8. Establish reasonable standards for continued employment.
9. Provide assistance in the development of the Superintendent's objectives for the coming year.
10. Assist the Board in arranging for the Superintendent's salary and contract.

Timeline for Evaluation of the Superintendent

Month	Activity
<i>January</i>	<i>The Superintendent shall notify the Board no later than the last day of January in each year of the evaluation process/timeline. The Superintendent will provide copies of the Superintendent's evaluation rubric and contract language to all Board members. The Superintendent will provide reflection related to the Superintendent goals, district goals and rubric rating categories.</i>
<i>February</i>	<p><i>Evaluation procedures and meeting timelines will be followed in accordance with the Superintendent's contract. The Superintendent and Board shall hold a meeting during executive session for the Superintendent's evaluation.</i></p> <p><i>The BOE President will compile the information provided by the trustees in the individual ratings sheets of the rubric. Final compiled evaluation is reviewed with the Superintendent. All documents relating to the Superintendent's evaluation are filed with the District Clerk.</i></p> <p><i>As outlined in the Superintendent's contract, no later than the last public meeting of the Board in February of each year of the Superintendent's contract or any extension thereof, the Board shall meet in executive session to consider extending the term of the Superintendent's employment for an additional one (1) year period as outlined by contract. At such time, a motion to extend the term of the Superintendent's agreement for an additional one (1) year period will be moved, seconded and voted upon by the Board. When circumstances warrant said date may be extended; any extension requires mutual agreement between the Superintendent and the Board pursuant to contract language. Upon the Board's failure or refusal to so move, second, consider and vote, after such notification, upon such an extension within the time provided therein, the then unexpired term of this Agreement shall be automatically extended by an additional one (1) year period. Actions will be in accordance with the terms outlined in the Superintendent's contract.</i></p>

<i>March - June</i>	<i>The Superintendent will provide regular updates to the Board.</i>
<i>July - August</i>	<p><i>The Board and the Superintendent review the evaluation process, performance, and standards. The Superintendent submits a comprehensive district wide report to the Board which includes school year data points and building/central administrator comprehensive improvement reports.</i></p> <p><i>The Board and the Superintendent agree upon Board, Superintendent and district goals for the new school year.</i></p>
<i>September - December</i>	<i>The Superintendent will provide regular updates to the Board.</i>

Adopted 12/08/2009

Reviewed 9/10/13

Revised: 9/8/15

Revised:

CANDIDATES AND CAMPAIGNING

Nomination

Three Board members' terms of office expire each year. In accordance with section 2019(b) of the Education Law, the electors of the district adopted a proposition providing that in all elections, vacancies upon the Board shall not be considered separate, specific offices and that the nominating petitions shall not describe any specific vacancy upon the Board for which the candidate is nominated.

Candidates for the office of member of the Board of Education shall be nominated by petition. Such petition shall be directed to the District Clerk, and shall contain the signatures and addresses of at least 25 qualified voters of the district or two (2) percent of the number of voters who voted in the previous annual election of the members of the board, whichever is greater. Such petition must state the name and residence of the candidate. Each petition shall be filed with the District Clerk not later than thirty (30) days preceding the annual or special district meeting at which the school board election will occur, between 9:00 a.m. and 5:00 p.m. If the deadline for filing nominating petitions falls on "a Saturday, Sunday or public holiday, the filing may be performed on the next succeeding business day".

The order of names on the ballot will be determined the day after the petitions are due and the order will be determined by a drawing to be held at 9:00 am in the Administration Building. The Board may reject nominations if the candidate is ineligible or has declared an unwillingness to serve. Candidates for the Board of Education run at large, not for a particular seat.

Electioneering

Electioneering during the hours of any vote is prohibited within the polling place or within 100 feet of any such polling place. Electioneering includes the display or distribution of any banner, poster, placard, button, or flyer, on behalf of or in opposition to any candidate or issue to be voted upon.

Campaign Expenditure Statements

If a school board candidate's campaign expenditures exceed five hundred dollars (\$500), the candidate must file a sworn statement with both the District Clerk and the Commissioner of Education itemizing their expenditures and contributions received.

A candidate who spends five hundred dollars (\$500) or less is only required to file a sworn statement with the District Clerk indicating this to be the case. No other campaign expenditure statement is required. An initial statement must be filed at least 30 days before the election, a second statement must be filed on or before the fifth day preceding the election and a final statement must be filed within 20 days after the election.

Ref: Education Law §§1528-1531; 2018(a); 2019(b); 2608(a); 2013-a;
2609 (4-a)
General Construction Law §25-a(1)
Appeal of Williams, 36 EDR 270 (1996)
Appeal of Johnson, 45 EDR 320 (2005)

Adoption date: 12/08/2009

Revised: 11/7/16

STAFF SUBSTANCE ABUSE

The Board of Education, recognizing that students are often influenced by teachers and other members of a school's staff, impresses upon staff members the importance of maintaining a high level of professionalism appropriate to their position, which, in turn, shall set a positive example for students.

Since substance abuse has become a national problem, particularly among children and teenagers, the Board believes that school employees must exemplify the positive benefits of a drug-free lifestyle. The Board therefore will not permit the illegal use, including possession, sale and/or manufacture, of alcohol or controlled substances by staff members either in the workplace, or at any time when the effects of such substance(s) may impair the performance of their duties.

The district shall maintain an employee awareness program, including information regarding substance abuse rehabilitation programs provided by local agencies.

If an employee is found to have violated the terms of this policy, he or she may be required to participate in a substance abuse rehabilitation program and/or be subject to a range of penalties up to and including dismissal.

Employee Assistance Program

In general, the Board will not intervene unless the employee's personal problems adversely affect his or her job performance. However, drivers subject to the Omnibus Transportation Employee Testing Act of 1991 must be referred to a substance abuse counselor for evaluation and treatment if the employee has tested positive for controlled substances, received an alcohol concentration of 0.04 or greater, or refused to take a test.

Alcohol and Controlled Substance Testing of Employees

No employee except drivers pursuant to policy 8414.5 shall be subjected to urinalysis or other form of alcohol or controlled substance testing without reasonable individualized suspicion that the employee has consumed alcohol or a controlled substance. The school attorney shall be consulted before any implementation of such testing. Failure to submit to required alcohol or controlled substance testing based upon reasonable individualized suspicion that the employee has violated district policy on alcohol and controlled substance use is grounds for disciplinary action up to and including dismissal.

In its effort to maintain a drug-free environment, the district shall cooperate to the fullest extent possible with local, state and/or federal law enforcement agencies.

- Ref: Drug-Free Schools and Communities Act (20 U.S.C. §§3171 et seq.)
Omnibus Transportation Employee Testing Act of 1991
Civil Service Law §75
Education Law §§3012; 3020-a
Patchogue-Medford Congress of Teachers v. Board of Education,
70 NY2d 57 (1987)
Appeal of Board of Education of Community School District 19, 32 EDR
354 (1992)

Adopted: