

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – NOVEMBER 22, 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: November 7, 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 the Deer Park Union Free School District, to provide Health Services, to West Babylon School District Resident Students, during the 2016-2017 School Year (Res. #BE-1)
 - ** (R) Approval and Authorization for the Superintendent of Schools to Sign a Discipline-Stipulation Agreement with a CSEA Non-Instructional Employee (Res. #BE-2)
 - ** (R) Establishment of the Senior High School “Eagle Eyes Club” for the 2016-2017 School Year (Res. #BE-3)
 - ** (R) Approval of Destruction of Voting Ballots from the May 17, 2016 Budget Vote & Trustee Election (Res. #BE-4)
 - ** (R) Approval/Ratification of WBTA Memorandum of Agreement and Authorization for Execution of Collective Bargaining Agreement by the Board of Education President and Superintendent of Schools (Res. #BE-5)

B. PERSONNEL

- ** (R) 16-P-9 Professional Personnel
- ** (R) 16-C-9 Civil Service Personnel (Res. #PE-1)

C. FINANCE

- ** (R) Budget Transfers (Res. #FI-1)
- ** (R) Acceptance of Donations (Res. #FI-2 through Res. #FI-4)
- ** (R) Approval of Treasurer’s Report for the Month of October, 2016 (Res. #FI-5)

D. CURRICULUM

- ** (R) Acceptance of Donation (Res. #CU-1)
- ** (R) Declaration of Obsolete Senior High School Library Books (Res. #CU-2)

E. FACILITIES

- ** (R) Approval of the 2016-2017 District Emergency Response Team (Res. #FA-1)
- ** (R) Approval of the 2016-2017 District Emergency Response Team Meeting Dates (Res. #FA-2)

- 13. Policy Review:
 - A. Board Review: Evaluation of the Superintendent (Third Time Adoption) (File:0320)
- 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
November 7, 2016	-----	-----
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	-----	-----

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REGULAR MEETING
BOARD OF EDUCATION

BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – NOVEMBER 22, 2016

RESOLUTIONS

BOARD OF EDUCATION

****#BE-1**

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

Deer Park Union Free School District

****#BE-2**

RESOLVED: that the West Babylon Board of Education approves and authorizes the Superintendent of Schools to sign the Discipline-Stipulation Agreement, with a CSEA non-instructional employee, made known to the Board of Education in executive session, and identified in such Discipline-Stipulation Agreement, dated November 22, 2016.

****#BE-3**

RESOLVED: that the West Babylon Board of Education approves the establishment of a new Senior High School Club called the "Eagle Eyes Club". Mrs. Ellen Silber, Senior High School Special Education Teacher, will be the club advisor on a voluntary basis.

****#BE-4**

RESOLVED: that the West Babylon Board of Education approves the destruction of the voting ballots from the May 17, 2016 Budget Vote & Trustee Election.

**#BE-5

BE IT RESOLVED, that the Board of Education of the West Babylon Union Free School District hereby approves and ratifies the Memorandum of Agreement dated November 16, 2016 with the West Babylon Teachers Association.

BE IT FURTHER RESOLVED, that the President of the Board of Education and the Superintendent of Schools are authorized to execute a more formal collective bargaining agreement for the period July 1, 2015 through June 30, 2019, consistent with the terms of the Memorandum of Agreement.

PERSONNEL

**#PE-1

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

<u>16-P-9</u>	Professional Personnel
<u>16-C-9</u>	Civil Service Personnel

FINANCE

***#FI-1

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

<i>ACCOUNT CODE</i>	<i>ACCOUNT CODE DESCRIPTION & TRANSFER EXPLANATION</i>	<i>FROM</i>	<i>TO</i>
A2110.1310	Salary Adjustments & New Hires	\$ 73,523.00	
A2810.1600	Clerical Guidance Salaries	\$ 29,763.00	
A2250.1601	Aides Special Education	\$ 25,000.00	
A1240.1500	Superintendent Salary		\$ 24,000.00
A1620.1630	Buildings & Grounds Maintenance Salaries		\$ 5,504.00
A1240.1600	Superintendent Clerical Salaries		\$ 2,606.00
A2815.1601	Non-Instructional Nurse/ Occupational Therapists Salaries		\$ 36,078.00
A2855.1600	Athletic Clerical Salaries		\$ 667.00
A2630.1600	Non-Instructional Technology Salaries		\$ 34,431.00
A2250.1602	Senior Sub Aides Special Education		\$ 25,000.00
	Salary Adjustments and New Hires		
	Acting Superintendent Salary		

***#FI-2

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$109.21, from “Shoparoo”, for participation in the Shop, Snap and Earn program. The donation will be deposited into South Bay School’s Trust and Agency account.

***#FI-3

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$50.76, from Ohiopyle Print. The donation will be deposited into the Senior High School’s Trust and Agency account.

****#FI-4**

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$162.92, from Scholastic. The donation will be deposited into the Senior High School's Trust and Agency account.

****#FI-5**

RESOLVED: that the West Babylon Board of Education approves the Treasurer's report for the month of October, 2016.

CURRICULUM

***CU-1

RESOLVED: that the West Babylon Board of Education gratefully accepts the following donation, from 14 generous donors, through the “Donor’s Choose” project:

Eight (8) Acer Chromebooks

Mrs. Christine Manzi, 5th Grade Teacher, at Santapogue Elementary School, started a Donor’s Choose project in early September. The project has been fully funded and these computers will allow the students greater access to the internet projects and research as well as more opportunities for the students to enhance their typing skills.

***CU-2

RESOLVED: that the West Babylon Board of Education declares 438 books (list available upon request), located in the Senior High School library, obsolete. Per Dr. Patricia Neville, Senior High School Media Specialist, the books are damaged or are missing pages and content is no longer relevant or correct.

FACILITIES

***#FA-1

RESOLVED: that the West Babylon Board of Education approves the 2016-2017 District Emergency Response Team as listed below:

- Patricia Acocella, Principal
- Henry Bianco, Transportation Supervisor
- Jennifer Carere, Principal
- Gregg Cunningham, Principal
- Adair Daily, School Nurse
- Michael Devane, Assistant Principal
- Katie Dorsey, Teacher Representative
- Dr. Yiendhy Farrelly, Superintendent
- Jeannette Frabizio, School Lunch Manager
- Charles Germano, Principal
- Raymond Graziano, Director of Facilities III
- Shawn Hanley, Executive Director for Human Resources
- Lou Howard, Athletic Director
- Dennis Kranz, Board of Education Representative
- Laure Loughlin, School Psychologist
- Michael Mack, Director of Student Services
- Fire Chief Christine Manzi, WBFD
- Daniel McKeon, Principal
- Stephanie Nocerino, Coordinator of K-12 Student Data & Instructional Technology
- Steve O’Leary, Assistant Principal
- Police Officer Jeanne Osias, SCPD
- Scott Payne, Executive Director for Curriculum & Instruction
- Michele Psarakis, CPA, Executive Director for Finance & Operations
- Eddie Salas, Security Director
- JoAnn Scott, Principal
- Anthony Spinelli, Director of Health & Physical Education
- Dr. Ellice Vassallo, Principal
- Jessica Yawney, Assistant Principal

***#FA-2

RESOLVED: that the West Babylon Board of Education approves the following 2016-2017 meeting dates for the District Emergency Response Team:

- November 22, 2016
- February 15, 2017
- April 26, 2017
- June 14, 2017

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - NOVEMBER 22, 2016

PERSONNEL

(R) Schedules: 16-P-9 Professional Personnel
 16-C-9 Civil Service Personnel (**#PE-1)

PROFESSIONAL PERSONNEL SCHEDULE

- I. Professional Personnel Schedule 16-P-9**
 - A. Family Medical Leaves
 - B. Probationary Appointment
 - C. Appointment Date Change
 - D. A.C.T/S.A.T Proctors
 - E. 2016-2017 Intramural Advisor
 - F. Fall, 2016-2017 Student Teacher/Observer/Intern
 - G. 2016-2017 Per Diem Substitute

CIVIL SERVICE PERSONNEL SCHEDULE

- II. Civil Service Personnel Schedule 16-C-9**
 - A. Family Medical Leave
 - B. Resignations
 - C. Prior Service Credit
 - D. Probationary Date Change
 - E. Probationary Appointments
 - F. Substitute Hourly Rate Increase
 - G. 2016-2017 Per Diem Substitutes

SCHEDULE 16-P-9 Professional Personnel Schedule

Date of Meeting: November 22, 2016

Page 1 of 4 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Marcin-D'Angelo, Allison	School Counselor	HS		11/2/16 -	Family Medical Leave
Delaney, Kevin	Elementary Tchr.	JH		11/14/16 -	Family Medical Leave

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 12/05/20. This applies to the following teacher:

Bavolar, Caitlin	Speech Tchr.	FA	Step A-5-1/ \$58,511. (prorate)	12/5/16, or sooner	Probationary Appt. [cert: speech & lang. disabilities]
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Appointment Date Change:

Ritacco, Joseph	PT/Teaching Asst. (.8)	JH	Step TA-3-2/ \$33,643. (prorate @ 80%)	9/16/16 - 6/30/17	
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A.C.T. Proctors:

Dombo, Stephen			\$22.47/hr.	10/22/16	5 hrs.
Fealey, Miranda					5.5 hrs.
Amaya, Idalia					6 hrs.
Hickey, Susan					6 hrs.
Iaquinto, Christine					6 hrs.
McArdle, Patrick					6 hrs.
Ofsharick, Shannon					6.5 hrs.
Shaffer, Donna					7.5 hrs.
Satriano, Paul					8 hrs.
Thomas, Stephanie	ACT Coordinator				8 hrs.

SCHEDULE 16-P-9 Professional Personnel Schedule

Date of Meeting: November 22, 2016

Page 2 of 4 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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S.A.T. Proctors:

\$22.47/hr.

11/5/16

Valensisi, Valerie					4 hrs.
Amaya, Idalia					5.5 hrs.
Jones Desiderio, Roberta					5.5 hrs.
Fealey, Miranda					5.5 hrs.
McGrath, Donna					5.5 hrs.
Neville, Patricia					5.5 hrs.
Borgo, Danielle					6 hrs.
Heaton, Bryan					6 hrs.
Heaton, Elise					6 hrs.
Kohler, Amy					6 hrs.
McArdle, Patrick					6 hrs.
Peraza, Rosemary					6 hrs.
Ruiz, Lawrence					6 hrs.
Tichy, Audrey					6.5 hrs.
Montalvo, Andrea					9.5 hrs.
Montalvo, Christina	Test Supervisor				9.5 hrs.

Intramural Advisor:

\$28.21/hr.

Fall, 2016

Bellacosa, Michael	Tooker Ave.				[repl. M. Rayola]
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Student Teacher/Observer/Intern:

Rullan, Brianna	Elementary	SA		2016-2017	
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Fall

Per Diem Substitute:

DW

\$110./day

2016 - 2017

Roath, Charlotte					[cert: Ch. Ed. 1-6]
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SCHEDULE 16-C-9 Civil Service Personnel Schedule

Date of Meeting: November 22, 2016

Page 3 of 4 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Caruso, Catherine	Account Clerk	B.O.		12/8/16 -	Family Medical Leave
Esposito, Theresa	Paraprofessional (special ed. aide)	FA		11/28/16	Resignation
Harrison, Maureen	Clerk Typist	JK		11/4/16	Resignation [to remain in prob. sct post]
Guerrera, Robert	Maintenance Mechanic II	DW	Step 3/ \$45,288. (prorate)	8/24/16	Prior Service Credit [experience verified]
Barry, Michael	Custodial Worker I	JH	Step 3/ \$45,928. (prorate)	8/24/16	Prior Service Credit [experience verified]
<u>Appointment Date Change:</u>					
*Ramirez, Kirsten	Paraprofessional (special ed. aide)	TA	Step 1/ \$13.78/hr.	11/14/16	Probationary Appt.

*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - NOVEMBER 22, 2016

POLICY

- A. Board Review-Evaluation of the Superintendent (Third Time Adoption) (File:0320)

DRAFT

Evaluation of the Superintendent

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
January	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.
February	<p>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.</p> <p>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.</p> <p>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.</p>

DRAFT

Third Time Adoption 11/22/201

March - June	The Superintendent will provide regular updates to the Board.
July – August	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. The Board and the Superintendent agree upon Board, Superintendent and district goals for the new school year.
September - December	The Superintendent will provide regular updates to the Board.

Adopted 12/08/2009

Reviewed 9/10/13

Revised: 9/8/15

Revised: