

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION  
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – SEPTEMBER 13, 2011

AGENDA

The order of business at all regular meetings shall be as follows:

1. Call to order by presiding officer
2. Pledge of Allegiance to The Flag [7:00 P.M. - Meeting Convenes Followed by Student Presentation(s) and/or Executive Session]  
  
[8:00 P.M. - Public Session Resumes Beginning with Item #3]
3. Approval of minutes of previous meeting(s): Regular Meeting: August 23, 2011
4. Statement of the Board and/or Superintendent
5. Statement of West Babylon Teachers' Association Representatives
6. Statement of School Administrators' Association Representatives
7. Statement of C.S.E.A. Representatives
8. Statement of Student Association Representatives
9. Statement of PTA Council Representatives
10. Statement of Residents re: agenda items [15 minutes-limited to 3 minutes per speaker]\*
11. Report of the Superintendent and/or Educational Presentation
12. Business Agenda [**\*\*Consent Agenda Items**]
  - A. **BOARD OF EDUCATION**
    - \*\* (R) Proclamation of 2011-2012 Employees Recognition Weeks (Res. #BE-1)
    - \*\* (R) Proclamation of 2011-2012 School Board Recognition Week (Res. #BE-2)
    - \*\* (R) Proclamation of 2011-2012 Parent Teacher Associations Recognition Week (Res. #BE-3)
    - \*\* (R) Acceptance of Donation (Res. #BE-4)
    - \*\* (R) Authorization for Board President to Sign Agreement (Res. #BE-5)
  - B. **PERSONNEL**
    - \*\* (R) 11-P-5 Professional Personnel
    - \*\* (R) 11-C-5 Civil Service Personnel (Res. #PE-1)
  - C. **FINANCE**
    - \*\* (R) Acceptance of Donation (Res. #FI-1)

13. Policy Review:
  - A. Board Review - Community Relations Goals (First Time Reading) (File:1000)
  - B. Board Review - Annual District Election and Budget Vote (First Time Reading) (File:1050)
  - C. Board Review - Executive Director for Human Resources-Exhibit (Review) (File:3210-E2)
  - D. Board Review - School Admissions (First Time Reading) (File:5150)
  - E. Board Review - Recruiting and Hiring (Third Time Adoption) (File:9240)
  - F. Board Review - Recruiting and Hiring-Administrative Regulations (Third Time Adoption) (File:9240-R)
14. Board of Education Committee Reports
15. Strategic Plan Update
16. Old Business
17. New Business
18. Statements of Residents re: other district items [15 minutes-limited to 3 minutes per speaker]\*
19. Adjournment [This should take place by 11:00 P.M.]

\*Per Board Policy 1230: The Board of Education encourages participation of residents at open Board meetings. The President of the Board shall ask for brief statements from residents and set a time limit (three minutes per resident) on such statements. To allow for public participation, a period not to exceed 15 minutes shall be set aside during the first and last part of each Board meeting. The President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented. The President shall have the right to discontinue any presentation which violates this policy. Residents wishing to speak should identify themselves, their address, any organization they may be representing at the meeting, and the topic they wish to discuss. Statements during the first part of the meeting will relate to agenda items. Statements during the second part of the meeting will relate to other district matters.

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION  
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY, SEPTEMBER 13, 2011

RESOLUTIONS

**BOARD OF EDUCATION**

\*\*\*BE-1

WHEREAS, the following employees have served the West Babylon School District admirably, and

WHEREAS, the following West Babylon School District employees are dedicated to the health and well-being of our District's children.

NOW, BE IT RESOLVED, that the Board of Education of the West Babylon Union Free School District does hereby proclaim recognition of its employees as follows:

October 10-14, 2011	School Lunch Personnel
November 14-18, 2011	Supervisors & Administrators
January 2-6, 2012	Paraprofessional Personnel
January 16-20, 2012	School Nurses
“	Occupational Therapists
“	Physical Therapists
“	Certified Occupational Therapy Assistant
January 30-February 3, 2012	Building & Grounds and Security Personnel
April 23-27, 2012	Administrative Professionals
May 7-11, 2012	Teachers and Teaching Assistants
May 14-18, 2012	Transportation Personnel

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\*\*\*BE-2

RESOLVED: that in accordance with National School Board Recognition Week, the West Babylon Schools Board of Education declares the week of **October 31-November 4, 2011, School Board Recognition Week**, to celebrate the public service of school board trustees. Recognition will take place at the Board of Education meeting to be held on Monday, November 7, 2011.

**\*\*#BE-3**

WHEREAS, the West Babylon Schools Parent Teacher Associations have served our District admirably, and

WHEREAS, the West Babylon Schools Parent Teacher Associations are dedicated to the health and well-being of our District's children.

NOW, BE IT RESOLVED, that the Board of Education of the West Babylon Union Free School District does hereby proclaim the week of **February 6-10, 2012 Parent Teacher Associations Recognition Week.**

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**\*\*#BE-4**

RESOLVED: that the West Babylon Board of Education gratefully accepts the donation of the following from The West Babylon Beautification Society:

South Bay School – plants, bushes, and/or trees around the new South Bay School sign  
(including labor)

Austin Sheldon Walk – cleanup and replanting plants, shrubs or trees at the Austin Sheldon Walk located at the Senior High School (including labor)

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**\*\*#BE-5**

RESOLVED: that the West Babylon Board of Education authorizes the Board President to execute an agreement between the West Babylon School District and said certified employee made known to the Board of Education during executive session

**PERSONNEL**

**\*\*#PE-1**

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

<u>11-P-5</u>	Professional Personnel
<u>11-C-5</u>	Civil Service Personnel

**FINANCE**

**\*\*#FI-1**

**RESOLVED:** that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$900.00, from Mr. Anthony Cacciola. The donation will be used to cover the cost of food and refreshments served at the district's 2011 Superintendent's Conference Day held on September 6, 2011.

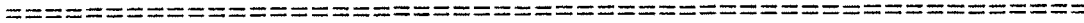
WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - SEPTEMBER 13, 2011

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**PERSONNEL**

(R) Schedules:     11-P-5           Professional Personnel  
                          11-C-5           Civil Service Personnel



**PROFESSIONAL PERSONNEL SCHEDULE**

**I. Professional Personnel Schedule 11-P-5**

- A. Family Medical Leaves
- B. Regular Substitute Appointment
- C. PEL Recall
- D. Additional Sections/HS
- E. JHS Technology Support
- F. 2011-2012 S.A.I. L. Program Mentor
- G. 2011-2012 Clubs & Advisors
- H. 2011-2012 AEHS Appointments
- I. Fall, 2011-2012 Coaching
- J. 2011 Summer School
- K. Fall, 2011 Guidance Intern
- L. Fall, 2011 Student Teachers/Observers
- M. 2011-2012 Per Diem Substitutes

**CIVIL SERVICE PERSONNEL SCHEDULE**

**II. Civil Service Personnel Schedule 11-C-5**

- A. Termination
- B. Leave of Absence Requests
- C. Priority List Recalls
- D. South Bay Reconstruction/Additional Hours



SCHEDULE 11-P-5 Professional Personnel Schedule

Date of Meeting: September 13, 2011

Page 1 of 5 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Cuevas-O'Boyle, Christina	Reading Tchr.	JK		9/6/11 -	Family Medical Leave [continuance]
DeStefano, Renee	Elementary Tchr.	JK		9/7/11 -	Family Medical Leave
DiStefano, Adrienne	Art Tchr.	SA/TA		9/7/11 -	Family Medical Leave
DiStefano, Giovanni	Physical Ed. Tchr.	SA		9/7/11 -	Family Medical Leave
Serviss, Tiffany	Regular Substitute/ Teaching Assistant	JH	Step TA-3-3/ \$34,325. (prorate)	9/14/11 - end of first semester, or sooner at district's discretion	
<b><u>The following probationary teacher is being recalled from the Foreign Language Preferred Eligibility List:</u></b>					
Hearns, Gabrielle	PT/Foreign Lang. Tchr. (.8)	HS	Step A-6-4/ \$67,226. (prorate @ 80%)	9/14/11 - 6/30/12	
Hearns, Gabrielle	Per Diem Substitute (.2)		\$18./day	9/14/11 - 6/30/12	

SCHEDULE 11-P-5 Professional Personnel Schedule

Date of Meeting: September 13, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b>Additional Sections:</b>		HS		2011-2012	
Connors, Lucia	Spanish (.2)		\$16,448.80		
Hansen, Kevin	Physics (.1)		\$8,844.00		
<b>Technology Support:</b>					
Weis, Danielle	Senior Technologist	JH	\$38.40/hr.	9/7/11 – 10/28/11	[up to 10 hrs./week]
<b>S.A.I.L Program:</b>		JH		2011-2012	
O'Neill, Margaret	Mentor		\$7,035.		
<b>Clubs &amp; Advisors:</b>		HS		2011-2012	
Bryan, Paul	Art Honor Society		\$1,134.		[repl. H. Korchma]
Hearns, Gabrielle	Blue and Gold		\$4,371.		
Dombo, Stephen	Chess		\$1,134.		
Korchma, Heather	Grade 9 Advisor		\$1,925.		
Heaton, Bryan	Jazz Band I		\$1,134.		
Heaton, Bryan	Jazz Band II		\$1,134.		
Hearns, Gabrielle	Leaders'		\$1,134.		
Lemmo, Jaime	Leo		\$1,134.		
Heaton, Bryan	Marching Band Asst.		\$3,483.		
Reilly-Johnson, Katharine	Workstudy Coordinator		\$3,365.		
<b>Stipend Corrections:</b>					
Torres, Nicole	Color Guard/Kickline		\$2,424.		
Carson, Jeffrey	Dramatics		\$3,755.		[repl. M. Cafiero]

SCHEDULE 11-P-5 Professional Personnel Schedule

Date of Meeting: September 13, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b>Alternative Evening High School:</b>			\$34.59/hr.	2011-2012	
Simone, Linda	English				
Fiorelli, Carly	English				
Koudelka, Tiffany	English				
Satriano, Paul	Guidance Counselor				
Carson, Jeffrey	Library				
Wheeler, Melissa	Mathematics				
Kunzig, Christopher	Mathematics				
Axelson, Gregory	Physical Education/Health				
Konopa, Kenneth	Science				
Parrington, Sandra	Social Studies				
Jonasson, Christopher	Social Studies				
Clark, Kathryn	Social Studies				
Cohen, Lauren					[substitute]
Paparella, Ryan					[substitute]
<b>Coaches:</b>				Fall, 2011-2012	
Rossi, Joseph	Varsity Head	Winter Track(B)	\$5,074.		[resignation]
Ging, Frank	Varsity Head	Winter Track(B)	\$5,074.		[repl. J. Rossi]
Ging, Frank	Varsity Head	Winter Track(G)	\$5,074.		[resignation]
Armato, Philip	Varsity Head	Winter Track(G)	\$5,074.		[repl. F. Ging]
Joseph, Melissa	JV Head	Tennis(G)	\$4,077.		[resignation]
TBD	JV Head	Tennis(G)	\$4,077.		
Kunzig, William	JHS Head	Tennis(G)	\$4,077.		[resignation]
TBD	JHS Head	Tennis(G)	\$4,077.		
Doherty, Daniel	JHS Head	Football	\$4,337.		[resignation]
Hartranft, Gregory	JHS Head	Football	\$4,337.		[repl. D. Doherty]
Hartranft, Gregory	JHS Asst.	Football	\$4,077.		[resignation]
TBD	JHS Asst.	Football	\$4,077.		

SCHEDULE 11-P-5 Professional Personnel Schedule  
 Date of Meeting: September 13, 2011  
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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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**Regents Exams Accommodations Proctors:** \$44.22/hr.  
 Hands, Eileen 8/18/11  
 Paparella, Ryan 8/17, 8/18

**Guidance Intern:** Fall, 2011  
 \*O'Leary, Daniel Guidance JH

**Student Teachers/Observers:** Fall, 2011  
 Gallagher, Sean Music TA/SA  
 Grassa, Richard Physical Education JK  
 Sceppa, John Physical Education HS

**Per Diem Substitutes:** DW \$90./day 2011-2012  
 Conte, Mary  
 Delany, Nicole  
 LaRocco, Caitlin  
 McManus, Leila  
 Scala, Nicole

\*Emergency Conditional Appointment

SCHEDULE 11-C-5 Civil Service Personnel Schedule

Date of Meeting: September 13, 2011

Page 5 of 5 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
White, Annette	Paraprofessional (hall monitor)	HS		9/13/11	Termination
Douglas, Veronica	Paraprofessional (pt/clerk typist)	TA		2011-2012	Leave of Absence
Simolin, Grace	Paraprofessional (school monitor)	TA		2011-2012	Leave of Absence
Leddy, Toby	Paraprofessional (school monitor)	SB		2011-2012	Leave of Absence

**The following paraprofessionals are being recalled from the Paraprofessional Priority List:**

Gieck, Allan	Paraprofessional (special ed. aide)	JH	Step 2 / \$14.02/hr.	9/14/11
Fischer, Barbara	Paraprofessional (school monitor)	FA	Step 2/ \$14.02/hr.	9/14/11

**South Bay Reconstruction:**

Crimi, Laura	Paraprofessional		\$15.30/hr.	Summer, 2011	Additional Hours 21 hrs.
Fauci, Carolyn	Paraprofessional		\$14.29/hr.		4 hrs.
Glennon, Josephine	Paraprofessional		\$14.50/hr.		4.5 hrs.
Hamilton, Maryann	Paraprofessional		\$16.10/hr.		7 hrs.

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**POLICY**

- A. Board Review - Community Relations Goals (First Time Reading) (File:1000)
- B. Board Review - Annual District Election and Budget Vote (First Time Reading)  
(File:1050)
- C. Board Review - Executive Director for Human Resources-Exhibit (Review)  
(File:3210-E2)
- D. Board Review - School Admissions (First Time Reading) (File:5150)
- E. Board Review - Recruiting and Hiring (Third Time Adoption) (File:9240)
- F. Board Review - Recruiting and Hiring-Administrative Regulations  
(Third Time Adoption) (File:9240-R)

## COMMUNITY RELATIONS GOALS

The Board of Education strives to conduct district affairs by way of a continuing, open dialogue between the community and the schools. Given district residents' high level of interest in the education of children, the Board wishes to maintain its high level of sensitivity to the needs and desires of the community and to act expeditiously to meet changing needs and conditions.

To this end, the Board establishes the following goals for community involvement:

1. to provide a variety of means whereby residents of the school district may have the opportunity to contribute their best thinking to the orderly planning of education for children in the district;
2. to keep the community accurately informed about its schools;
3. to understand community attitudes and aspirations for the schools;
4. to encourage contributions from the parent-teacher associations of the district so that school personnel and parents cooperate to advance the educational welfare of the children;
5. to handle all complaints from the public by the administrative officer in charge of the unit of the school district organization closest to the complainant. However, such complaints may be carried to the Superintendent of Schools and/or the Board if the problem cannot be solved at that level;
6. to promote a spirit of cooperation among the Board, the schools, and the community;
7. to develop and maintain the confidence of the community in the Board and the school district staff;
8. to expand the public understanding of every aspect of the school system, and stimulate public interest in the school;
9. to facilitate dissemination of information to the community concerning issues and activities in the school *using not only traditional modes of communication, such as a district newsletter, but also current modes of communication such as the District's website and social networking sites*
10. to ascertain the community's opinions and desires with respect to the operations of the school system, and to incorporate that knowledge into its actions;
11. to develop arrangements among civic and community organizations for sharing of resources, especially in the creation of programs designed to benefit students; and
12. to develop and maintain an effective means of communication with the people of the district.
13. School-parent Relationships: The Board encourages the schools to maintain the closest possible constructive relationship with the homes of students in order to foster better understanding of individual children and their needs and to secure maximum cooperation from parents.
14. Community participation in school activities: The community shall be encouraged to attend and take an active interest in interscholastic and extra-curricular activities, orientation programs, parental and student workshops, student recognition gatherings, academic fairs, drama productions, concerts, and graduation ceremonies.

In most cases, these events will appear on the district's calendar which is mailed to all residents in the district. Announcements will also be made via district publications, local newspapers, and whenever possible, the outside message board.

Notwithstanding the above, the final decisions in these areas will rest with the Board.

**Replaces in whole or in part former policies KA and KAA.**

Adoption date: 12/08/2009

## ANNUAL DISTRICT ELECTION AND BUDGET VOTE

The district shall hold an annual meeting and election at which the district's authorized voters will elect members of the Board of Education and vote on the district budget for the coming school year. The annual district meeting and election will be held on the third Tuesday in May, unless this date conflicts with religious observances on that day, in which case the annual meeting and election will be held on the second Tuesday in May.

The District Clerk shall publish a notice of the time and place of the annual meeting and election at least four times within the seven weeks prior to the meeting, in two newspapers having general circulation within the district. The first publication of the notice shall be at least 45 days prior to the meeting. The notice shall also contain notice of any other matter required by law.

Copies of the budget to be voted upon at the annual meeting election will be available in each district school building for district residents upon request at the time of the annual meeting and election and 14 days (other than Saturday, Sunday and holidays) prior to the meeting.

The Board shall appoint assistant clerks and election inspectors necessary for the annual meeting and election at a Board meeting held before the annual meeting and election.

### Propositions

The Board has the authority, under the Education Law, to adopt reasonable rules and regulations concerning the submission of petitions to the Board to place propositions on the ballot which may amend the budget. Pursuant to those provisions, the Board establishes the following guidelines:

1. Unless otherwise provided by the Education Law, petitions for the submission of a proposition must contain a minimum 25 signatures of qualified voters of the district or 2 percent of the eligible voters who voted in the previous annual election of the members of the Board of Education, whichever is greater.
2. Petitions must be filed with the District Clerk at least 30 days prior to the annual meeting, except for petitions relating to a proposition which must be included in the notice of the annual meeting (e.g., changing the number of board members). Such petitions must be submitted 60 days in advance of the annual meeting to facilitate the preparation and printing of the ballots.
3. Propositions must include the specific appropriations necessary for the purposes listed.
4. Wording of a petition must comply with legal requirements. If the wording does not comply, it may be changed or altered by the Board, or the Board may reject a petition for failure to comply.

Propositions received in accordance with these specifications will be placed on the ballot as amendments and will be voted upon by the voters in the same manner as the proposed budget, except that the Board shall not be required to place any proposition on the ballot which is within the exclusive province of the Board, or otherwise forbidden by law. No proposition involving the budget may be submitted to the voters more than twice.

The Board may also, on its own motion, submit propositions.

Ref: Education Law §§416(3); 1608(2); 1716(2) 1804(4); 1906(1); 2002(1); 2003(1)(2); 2004(1)-(7); 2009; 2021; 2022(1), (4)-(5); 2035(2); 2601-a(2)  
 General Construction Law §60  
 Matter of Hebel, 34 EDR 319 (1994)  
 Matter of Martin, 32 EDR 567 (1993)  
 Matter of Como, 30 EDR 214 (1990)

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

Adopted: 12/8/09



***Assistant Superintendent [Executive Director] for Human Resources*****3210-E2**

The *Assistant Superintendent [Executive Director] for Human Resources* plans, coordinates and supervises the personnel department in accordance of New York State laws and district policies.

The duties and responsibilities of the *Assistant Superintendent [Executive Director] for Human Resources* are as follows:

**I. PERSONNEL**

1. Coordinates all activities related to staffing needs and staffing projections.
2. Develops and reviews policies and administrative regulations pertaining to personnel functions.
3. Develops job descriptions and posts position openings for all district staffing.
4. Recruits appropriate staff for all positions. Participates in BOCES recruitment service as an on-campus recruiter.
5. Supervises personnel department in processing applications for employment, including maintenance and regular review of files, receipt of references and credentials, confirmation of certificates or civil service classifications, and notification to candidates about appointment status.
6. Screens candidate applications to establish interview fields for open positions.
7. Establishes procedures and schedules for interviews, writing samples, classroom observations, tests and other processes leading to employment recommendations.
8. Prepares recommendations for appointment, placement, and salary with backup information for the Superintendent of Schools.
9. Makes recommendations concerning leaves of absence in accordance with laws and contracts.
10. Reviews and recommends salary changes based on graduate or in-service credits per contracts.
11. Reviews all in-service courses to provide prior approval for credit.
12. Recruits, interviews, and recommends substitute employees in all job classifications.
13. Maintains all personnel records.
14. Develops and conducts orientation program for new personnel.
15. Prepares and maintains seniority lists.
16. Processes and recommends co-curricular and coaching appointments.
17. Interviews and places all student interns, student observers, and student teachers in liaison with colleges and universities.
18. Processes and recommends action regarding letters of resignations, transfers, promotions, etc.
19. Prepares brochures, literature, statistics, and other data for public information related to the district's personnel.
20. Supervises the development of school board personnel agendas.
21. Coordinates the district's Employee Assistance Program.
22. Supervises the evaluation of all district personnel. Reviews all summative evaluations. Participates in dispute resolution regarding evaluations.
23. Observes all non-tenured and regular substitute teachers annually.
24. Reviews all conference requests, administrative assignments, home teaching payroll sheets, tutorial units, and chaperone units.
25. Plans and implements in-service and staff development programs for all employees (with the Assistant Superintendent, building principals, and directors).
26. Serves as Title IX Compliance Officer to process all sexual harassment complaints involving staff members.
27. Chairperson of the District Employee Wellness Committee.
28. Serves as a key member of the district's negotiating team.
29. Assists in the implementation of the grievance procedures as specified in respective contracts.
30. Member of the Labor Management Council which meets to resolve employee related issues.

31. Assists labor counsel and attends arbitrations related to employee contracts.
32. Contributes to budget development, particularly pertaining to staff and salary codes, district-wide extracurricular, substitute teacher, chaperone and staff development codes.

## **II. GENERAL ADMINISTRATION**

1. Regularly attends and participates in Board of Education meetings, Budget Workshops, etc.
2. Serves as a member of the SMC, SMT, and SQRC.
3. Serves as a hearing officer when designated by the Superintendent.
4. Serves as district liaison to SCOPE Staff Development Committee and SCOPE Technology Planning Committee.
5. Regularly attends BOCES meetings for personnel administrators and participates in programs related to other key functions.
6. Serves as the district's student residency officer.
7. Responsible for the preparation, submission and utilization of federal and state grant funding.
8. Responsible for and involved in the preparation of human resource reports in conjunction with the Superintendent and district administrative leaders.
9. Assists the Superintendent in the supervision of principals, directors and district-wide coordinators.
10. Assumes other responsibilities as assigned by the Superintendent of Schools.

Adopted: 04/18/00  
Revised: 03/31/08  
Revised: 09/28/10

## SCHOOL ADMISSIONS

District residents over five (5) and under 21 years of age and veterans of any age, except those who received dishonorable discharges, shall be eligible to attend the public schools of West Babylon free of charge if they have not received a high school diploma.

Upon registration, all new students or their parents or guardians shall be required to present:

1. proof of [date of birth] age – examples of acceptable forms of documentation include, but are not limited to, a birth certificate, baptismal record, or a passport (including a foreign passport)
2. record of immunizations and a health certificate from a licensed physician; and
3. proof of district residency – examples of acceptable forms of documentation include, but are not limited to, a pay stub, income tax form, deed or lease to a house or apartment, utility bills or other bills sent to the student's home address, voter registration document, or a state (or other government) issued ID
4. proof of guardianship.

Students who are in their senior year of schooling and whose parents or guardians move to another district during the course of the academic year, shall be allowed to finish the year in West Babylon in order to graduate with their classmates. Parents or guardians of these students are responsible for transporting the students to and from school.

Students in grades kindergarten through eleven (11) whose parents or guardians move to another district during the course of the academic year are not eligible to finish the school year in West Babylon unless the move takes place during the final ten (10) weeks of the academic year. Parents or guardians of the students who are eligible to finish the school year in West Babylon are responsible for transporting the students to and from school.

Students in grades kindergarten through four whose parents or guardians move to the attendance zone of another elementary school within the West Babylon district after the start of the school year are eligible to finish the school year in their original school. Students must transfer to the new school for the start of the next school year (if space permits). Students who have completed fourth grade prior to moving to the attendance zone of another elementary school within the West Babylon School District may complete the fifth grade in their original school. Upon parental request, the student may transfer immediately if space permits in the receiving school.

Ref: Education Law §§903; 904; 3202; 3208  
Public Health Law §2164

Replaces former policy JEC

Adoption date: 1/11/11

**RECRUITING AND HIRING**

**File: 9240**

Through its employment policies, the Board shall attempt to attract, secure, and hold the highest qualified personnel for all professional positions. The selection program shall be geared to select candidates who will devote themselves to the education and welfare of the children attending the public schools.

It is the responsibility of the superintendent and of persons to whom she/he delegates this responsibility to determine the personnel needs of the school district and to locate suitable and qualified candidates to recommend for employment to the Board. Through effective administrative procedures, the superintendent shall attract and recommend to the Board the employment and retention of personnel who are motivated to do their best to support the district's goals, curriculum and procedures.

It shall be the duty of the superintendent to see that persons nominated for employment in the schools shall meet all certification requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines shall be used in the selection of personnel:

1. There shall be no discrimination in the hiring process due to age, sex, creed, race, color, national origin, or place of residence.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. Interviewing and selection procedures shall assure that the administrator to be directly responsible for the work of a staff member has an opportunity to aid in the selection; however, the final selection shall be made or approved by the superintendent.
4. No candidate shall be hired without a personal interview, and wherever possible, the candidate shall be observed in his/her own school prior to selection. References shall be checked.
5. All candidates shall be considered on the basis of their merits, qualifications, and the needs of the district. In each instance, the superintendent and others playing a role in the selection shall seek to hire the best qualified person for the job.

While the Board may accept or reject a nomination, an appointment shall be valid only if made with the recommendation of the superintendent.

In instances of vacancies in top administrative posts, i.e., the Superintendent's management team, the Superintendent will offer the Board the opportunity to interview his/her nominee(s) before the Board acts on the nomination.

Replaces former policies GCA, GCD and GCD-R

Adopted:

**Administrative Regulations: RECRUITING AND HIRING**

9240-R

**I. Hiring Procedures for Professional Personnel**

- A. Establish a Need: Principal/Supervisor >Assistant Superintendent, >Superintendent:
1. Positions mandated by state or federal government;
  2. Contractual requirements;
  3. Newly-established positions;
  4. Vacancies due to resignations, death or retirement;
  5. Vacancies due to leaves of absence - these would be filled by regular substitutes;
  6. Establish availability of funding with School Business Administrator.
- B. Determine Criteria: Principal/Supervisor and Assistant Superintendent
1. Certification that is required;
  2. Additional certification that is preferred;
  3. Experience specific, such as previous employment and number of years;
  4. Experience related, such as private practice, camp, tutoring, etc.;
  5. Educational preparation, both undergrad and graduate, in-service credits, workshops;
  6. Additional experiences of value, such as travel, hobbies;
  7. Additional skills that would benefit the person's job performance.
- C. Recruitment: Assistant Superintendent
1. Contractual requirements;
  2. Eligible in-house candidates;
  3. Local resources;
  4. Applications on file: All candidates for professional positions will have applications on file in the personnel office;
  - \* 5. College Placement Services;
  - \* 6. Newspaper advertisements.

\* Optional

- \* D. Ad Hoc Selection Committee: (As needed, Assistant Superintendents)
1. Paper screen applications;
  2. Select those for interview;

3. Informal reference check.
- E. Interview Process: > Principal/Supervisor > Assistant Superintendent
1. Job Description;
  2. Determine optimum characteristics;
  3. Construct questions and tasks that would best identify those characteristics;
  - \* 4. Construct a rating system;
  5. Arrange for the interviews with Principal/Supervisor, Assistant Superintendent:
    - a. People; b. Place; c. Time
- F. Conduct Interviews:
1. Plan the process: a. questioning format; b. Physical setting; c. Assignments;
  2. Post interview discussion and rating;
  3. Narrow selection.
- G. Formal Reference Check:
1. Visit;
  2. Call;
  3. Written material.
- H. Second Interview:
- Repeat steps "E" and "F" in more detail.
- I. Finalists meet with Superintendent.
- J. Final Choice:
1. Make recommendations to Superintendent:
    - a. Reasons for selection; b. Salary; c. Status of Employment
  2. Offer the position (contingent upon Board of Education approval);
  3. Board of Education approval of Superintendent's recommendation.
  4. Inform unsuccessful candidates
- \* Optional
- K. Administrative Details:
1. Introductions;
  2. Orientation;
  3. Superintendent's Office;
  4. Personnel Office;
  5. Business Office.

**II. Hiring Procedures for Non-Instructional Personnel**

A. Establish Need: Executive Director for Finance and Operations >Superintendent: or Principal >> Assistant Superintendent > Superintendent

1. Contractual requirements;
2. Newly-established positions;
3. Vacancies due to resignations, death, retirement;
4. Vacancies due to leaves of absence (filled by substitutes);
5. Establish availability of funding – Executive Director for Finance and Operations.

B. Determine Criteria:

1. Civil Service requirements;
2. Skills required;
3. Previous experience;
4. Educational preparation;
5. Additional skills which would benefit job performance.

C. Recruitment: Assistant Superintendent

1. Contractual requirements;
2. Eligible in-house candidates;
3. Local resources;
4. Civil Service;
5. Applications on file: All candidates for non-instructional positions will have applications on file in the personnel office;
- \* 6. Newspaper advertisements.

D. Interview Process: Assistant Superintendent

1. Paper screen applicants;
2. Select candidates from applications on file in Personnel Office;
3. Arrange interviews:
  - a. People; b. Place; c. Time

E. Conduct Interviews:

1. Assistant Superintendent, Principal/Supervisor, Executive Director for Finance and Operations;
2. Post interview discussion and rating;
3. Narrow selection.

F. Formal Reference Check:

1. Call;
2. Written material.

\*G. Second Interview:

1. Repeat steps "E" and "F" if necessary;
2. All candidates may be required to meet with the Superintendent.

H. Final Choice: Executive Director for Finance and Operations >Superintendent  
or Principal/Supervisor > Assistant Superintendent

1. Make recommendations to the Superintendent: a. reason for selection; b. salary;  
c. status of employment;
2. Offer the position (contingent upon Board approval);
3. Civil Service paperwork;
4. Inform unsuccessful candidates.

I. Administrative Details:

1. Introductions;
2. Orientation;
3. Personnel Office;
4. Business Office.

- Optional

Replaces Former Policies GCA, GCD & GCD-R