

A REGULAR MEETING of the Board of Education of the West Babylon Union Free School District, of the Town of Babylon, Suffolk County, New York was held on TUESDAY, September 28, 2010, in the Board Room of the Administration Wing adjacent to the Senior High School.

Those present: Trustees Lucy Campasano, Wendy DeGaetano, Patrick M. Farrell, Kathleen Jennings, Diane Klein, Peter Scarlatos and Diane Thiel. Trustee(s) Carmine Galletta and Jerry Nocera were absent.

Also present: Mr. Anthony Cacciola, Superintendent of Schools; Dr. Dominick R. Palma, Assistant Superintendent for Curriculum and Student Services; Mrs. Yiendhy Farrelly, Executive Director for Human Resources; Mr. Arthur Williams, Executive Director for Finance & Operations; Mrs. Amy E. Jones, District Clerk; Mr. William C. Morrell, Attorney; and residents.

The President opened the meeting at 7:00 p.m. and led those present in the salute to the flag.

Presentation: Congratulations to Teachers Receiving Tenure Appointments

Mr. Cacciola said that this is a celebratory evening and congratulated the newly tenured staff members. He said that he was pleased with the cohort of teachers and commended them for passing through a rigorous review process. He then welcomed them to the West Babylon Family. As Mrs. Farrelly introduced the staff members and read a brief bio about each, the trustees presented them with certificates of achievement. Refreshments were served and photos were taken.

Trustee Campasano seconded by Trustee DeGaetano made a motion to go into Executive Session at 7:40 pm. to discuss personnel and legal matters.

The motion was **CARRIED** by all present.

The public portion began at 8:35 pm.

Trustee Thiel seconded by Trustee Klein made a motion to approve the minutes of the regular meeting of September 14, 2010

The motion was **CARRIED** by all present

Statement of the Superintendent and/or Board of Education:

Mr. Cacciola thanked trustee Thiel and Mrs. Farrelly for their work on the Board Room bulletin boards.

Mr. Cacciola welcomed attendance at the groundbreaking ceremony at South Bay School on Tuesday, October 5, 2010 at 6:00 p.m. He noted that in addition to a building permit the district has a preliminary milestone schedule which will be available for all on the district's website.

Mr. Cacciola made the following event announcements: Oct. 2 at 9:00 a.m. — Healthy choices fun run on the Forest Avenue/Tooker Avenue field; Oct. 2 at 6:00 p.m. — Alumni Hall of Fame Dinner (seats are still available). He noted that in addition to Mozelle Thompson speaking, "the three wise men" Anthony Capone, Martin Kennedy, and Matthew Wilensky will be in attendance. Also, former Superintendent Dr. Robert Manley will speak and receive a plaque.

Mr. Cacciola said that item #BE-1 on this evening's agenda is the resolution which allows the district to consider refinancing our existing debt to a lower interest rate thereby possibly saving the district approximately \$900,000. He added that the final decision won't be made until the bonds are priced. He commended Mr. Williams for this recommendation. In response to trustee Campasano's request, the bonds associated with the library do not affect the school tax rate because the library has its own tax rate.

Statement of West Babylon Teachers Association: None

Statement of West Babylon Administrators' Association: None

Statement of CSEA Representative: None

Statement of Student Association Representative:

Student Amanda Polis introduced herself as the senior high school student association representative and noted that October 16 is the homecoming parade/game/and dance.

Statement of PTA Council Representative: None

Statement of Residents:

In response to resident Diane Menke's question Mr. Williams said that if the refinance moves forward both school tax and library tax would be impacted.

Superintendent's Report/Educational Presentation:

K-12 Insight Presentation — Mr. Suhail Farooqui, Chief Executive Officer

Dr. Palma introduced Mr. Farooqui and explained that Mr. Farooqui's company was involved in preparing the district and school climate survey which was conducted last spring. Mr. Farooqui gave an overview of the process of collecting data and explained the findings of the survey. He noted that there were only

313 responses to the district-wide survey and half of these respondents were non-parent residents (no children in the district's schools). Suggestions were made for improved future responses. The results will be posted on the district website in the near future. Dr. Palma explained that the next step in the process is to engage Mr. Farooqui's services through a BOCES contract.

CONSENT AGENDA

Trustee Jennings seconded by Trustee Scarlatos made a motion to approve the **Consent Agenda and Addenda #BE-1, #PE-2, #CU-4 and #FI-3.**

The motion was **CARRIED** by all present

#PE-1

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

- 10-P-6 Professional Personnel
- 10-C-6 Civil Service Personnel

SCHEDULE 10-P-6, Professional Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Limone, Jacquelyn	Special Ed. Tchr.	HS		9/13/10 -	Family Medical Leave
Hickey, Kelly	English Tchr.	HS		9/20/10 -	Family Medical Leave
Simone, Linda	English Tchr. (.8)/ Special Ed. Tchr. (.2)	HS	Step/Salary	9/15/10	[position revision]
Dewhirst, James	PT/Elementary Tchr. (.4)	JH	Step 1/ \$46,629. (prorate @ 40%)	9/29/10-6/30/11	
2010 Summer Work:					
Leonbruno, Thomas	Special Ed. Scheduling	HS	\$1,420.74	3 full days	[repl. C. Larson]
Alternative Evening High School:			\$33.83/hr.	2010-2011	
Esposito, Lisa	English				
Fiorelli, Carly	English				
Koudelka, Tiffany	English				
Clark, Kathryn	Social Studies				[repl. S. Parrington]
Parrington, Sandra					[substitute]
Clubs & Advisors:					
Shannon, Patricia	Student Council	FA	\$491.	2010-2011	[repl. J. Bergmann]
Benvenuto, Charles	Technology	JH	\$1,411.		
Marino, Leslie	International	HS	\$1,109.		
Hearns, Gabrielle	Leaders'	HS	\$1,109.		
Hearns, Gabrielle	Blue & Gold	"	\$4,275.		[adjusted advisor pay]
Cafiero, Maryann	"	"	\$4,275.		[repl. M. Ehrensperger]
Korchma, Heather	"	"	\$4,275.		"
Coaches:					
Bellacosa, Michael	JV Head	Basketball(B)	\$5,611.	Winter, 2010-11	
Rayola, Michael	Varsity Asst.	Basketball(B)	\$5,611.		
Levy, Steve	JHS Head	Basketball(B)	\$3,987.		
TBA	JV Head	Basketball(G)	\$5,611.		
Bachety, John	Varsity Asst.	Basketball(G)	\$5,611.		
TBA	JHS Head	Basketball(G)	\$3,987.		

SCHEDULE 10-P-6, Professional Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Coaches (cont'd)				Winter, 2010-2011	
DeLany,Nicole	JV Head	Cheerleading	\$3,987.		
Matthews,Autumn	JHS Head	Cheerleading	\$2,362.		
Rymer,Erin	JHS Head	Volleyball(G)	\$3,987.		
Haise,Terrance	JV Head	Wrestling	\$5,611.		
Innes,Vincent	Varsity Asst.	Wrestling	\$5,611.		
Russo,Michael	JHS Head	Wrestling	\$3,987.		
Theo,Harry	JHS Asst.	Wrestling	\$3,748.		
Dahl,Robert	Varsity Asst.	Winter Track(B)	\$3,987.		
Phelan,Melissa	Varsity Asst.	Winter Track(G)	\$3,987.		
Administrative Intern:		BO		Fall, 2010	
Pappas,James					
Social Worker Intern:		HS		Fall, 2010	
*Ferrigno,Steven					
Student Teachers/Observers:				Fall, 2010	
Feerick,Laura	Elementary	TA			
Grassa,Jamie	Elementary	JK			
Mondelli,Elizabeth	Mathematics	HS			
Leonbruno,Heather	Art/Special Ed.	JH/HS			
Pape,Keith	History	JH			
Prosa,Nicole	Special Ed.	SA			
Per Diem Substitutes:		DW	\$90./day	2010-2011	
Agosta,Meighan					
Horn,Jeffrey					
Milek,Michelle					

*Emergency Conditional Appointment

SCHEDULE 10-C-6 Civil Service Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Chiappone,Jane	Senior Clerk Typist	Adm.		9/3/10 -	Family Medical Leave
Coppola,Lisetta	Paraprofessional (hall monitor)	JH		9/29/10-12/29/10	Leave of Absence
Student Printers:		HS	\$7.25/hr.	2010-2011	
Marino,Jeremy					
Menke,Matthew					
Sloan,Taylor					

SCHEDULE 10-C-6 Civil Service Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<u>Per Diem Substitute:</u> Martin, Jennifer		DW	\$9./hr.	2010-2011	Clerical/Paraprofessional

**#FI-1
RESOLVED:** that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$50.00, from the Great Neck Road Elementary School located in Copiague. The donation represents proceeds from a fundraising project to benefit South Bay School. The donation will be deposited into the West Babylon Trust and Agency account and earmarked for South Bay School Relief.

**#FI-2
RESOLVED:** that the West Babylon Board of Education gratefully accepts a donation in the amount of \$324.03 from the Target "Take Charge of Education" program. The donation will be deposited into the South Bay School's Trust and Agency account.

**#CU-1
RESOLVED:** that the West Babylon Board of Education declares the following textbooks, located at the Junior High School, obsolete:

Eastern Hemisphere textbooks written by Dr. Kenneth S. Cooper and published by Silver Burdett Ginn, copyright 1995
ISBN#0-382-32181-2 109 copies

Heath Mathematics Connections textbooks written by E. Manfre, J. Lobato, and L. Morrow and published by D.C. Heath and Company, copyright 1996
ISBN#0-669-38860-2 211 copies

**#CU-2
RESOLVED:** that the West Babylon Board of Education declares the following books, located at John F. Kennedy Elementary School, obsolete:

Discovery Works Science Workbooks 29 copies

Discovery Works Science Textbooks 27 copies

Incredible Journey Reading Books 29 copies

U.S. History Textbooks 13 copies

Miscellaneous Textbooks 10 copies

**#CU-3
RESOLVED:** that the West Babylon Board of Education declares the following textbooks, located at the Junior High School, obsolete:

Addison-Wesley Mathematics textbooks published by Addison-Wesley Publishing Company, Inc., copyright 1991
ISBN#0-201-27600-3 64 copies

Heath Pre-Algebra textbooks written by David W. Lowry, Earl G. Ockenga & Walter E. Rucker and published by D. C. Heath & Company, copyright 1986
ISBN#0-669-09738-1 278 copies

Mathematical Connections textbooks written by Francis J. Gardella, Patricia R. Frazee, Joanne E. Meldon, Marvin S. Weingarden and Cleo Campbell and published by McDougal Littell/Houghton Mifflin, copyright 1997
ISBN#0-395-77122-6 535 copies

ADDENDA:

#BE-1 WHEREAS, the West Babylon Union Free School District, in the County of Suffolk, New York (herein called "District"), has heretofore issued on May 1, 2001, its \$5,500,000 School District-Library (Serial) Bonds, 2001 (the "2001 Bonds"), which are currently outstanding in the principal amount of \$3,640,000 (the "2001 Outstanding Bonds") to finance the construction of a new addition to the West Babylon Public Library building; and

WHEREAS, the District heretofore issued on August 8, 2002, \$9,040,000 School District (Serial) Bonds, 2002 (General Obligation) (the "2002 Bonds"), which are currently outstanding in the principal amount of \$6,050,000 (the "2002 Outstanding Bonds," and together with the 2001 Outstanding Bonds, the "Outstanding Bonds") to finance the reconstruction, alteration, repair and improvement of various school buildings; and

WHEREAS, Section 3602 of the Education Law and Sections 90.00 and 90.10 of the Local Finance Law constituting Chapters 16 and 33-a of the Consolidated Laws of the State of New York, respectively, permit the District to refund all or a portion of the outstanding unredeemed maturities of such Outstanding Bonds by the issuance of new bonds, the issuance of which will result in a net present value savings to the District; and

WHEREAS, the District has reviewed and discussed the refunding of the Outstanding Bonds with the District's Financial Advisor, New York Municipal Advisors Corporation (the "Financial Advisor"), and has determined that the District will achieve debt service savings by proceeding with such refunding; Now, therefore,

THE BOARD OF EDUCATION OF THE WEST BABYLON UNION FREE SCHOOL DISTRICT, IN THE COUNTY OF SUFFOLK, NEW YORK, HEREBY RESOLVES (by a majority vote of all the members of said Board) AS FOLLOWS:

Section 1. The Board of Education hereby states, certifies and determines that it is the intention of the District to accept proposals for the refunding of certain Outstanding Bonds heretofore issued by the District.

Section 2. The Financial Advisor is hereby directed to prepare a Request For Proposals ("RFP") for the purpose of effecting such refunding, together with a mailing list of firms to which such RFP will be sent, and the Executive Director for Finance and Operations is hereby authorized and directed to forward such RFP by regular, express or electronic mail, or by facsimile transmission, to said firms and to all other parties as shall request same, or, in the alternative, the Executive Director for Finance and Operations may direct the Financial Advisor to transmit the RFP to potential Underwriters and to provide the Executive Director for Finance and Operations with copies of said RFP as well as a list of the organizations to which such RFP was sent, together with an affidavit of mailing.

Section 3. It is hereby announced that proposals for the refunding of certain Outstanding Bonds will be accepted by the District on a date to be determined which is not less than 14 days from the date hereof.

Section 4. The Financial Advisor is hereby requested to provide an evaluation of the proposals for consideration and discussion by the Board at a public meeting of the Board of Education to be held on a date to be determined which is not less than 14 days from the date hereof.

Section 5. This resolution shall take effect immediately.

#PE-2

RESOLVED: that the attached personnel schedules are approved:

- 10-P-6A(a) Professional Personnel
- 10-C-6A(a) Civil Service Personnel

SCHEDULE 10 -P-6A, Professional Personnel Schedule

ADDENDUM (a)

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Palazzo,Samantha	PT/Special Ed Tchr. (.6)	JH	Step A-5-1/ \$53,622. (prorate @ 60%)	9/29/10-6/30/11	
Palazzo,Samantha	Teaching Assistant	JH		9/29/10-6/30/11	Leave of Absence
Poggi,Antonella	Spanish (.2)	HS	\$9,745.40	2010-2011	[additional section]
Delaney,Kevin	Cluster Leader	JH	\$2,261.	2010-2011	[repl. M. Sullivan]
Grace,Cara	Safety Patrol	JK	\$491.	2010-2011	[repl. L. Penn]

Technologists:

		DW		2010-2011	[total of 50 hrs. add'l.]
DeBlasio,Diane	Master Technologist		\$49.67/hr.		
Allcot,Thomas	Senior Technologist		\$37.56/hr.		
Knudsen,Robert	Senior Technologist		\$37.56/hr.		
Timko,Margaret	Senior Technologist		\$38.10/hr.		
Weis,Danielle	Senior Technologist		\$37.56/hr.		
Wolkiewicz,Sharon	Senior Technologist		\$38.10/hr.		

Per Diem Substitute: DW

Rymer,Erin \$90./day 2010-2011

SCHEDULE 10-C-6A , Civil Service Personnel Schedule

ADDENDUM (a)

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
*Chamberlain,Karen	PT/Physical Therapist (.4)	TA	\$22,823.68 (prorated @ 40%)	9/29/10-6/30/11	[10-month]

*Emergency Conditional Appointment

#FI-3

RESOLVED: that costs associated with the power outage at the John F. Kennedy School, on September 27, 2010, be deemed an emergency.

#CU-4

RESOLVED: that the West Babylon Board of Education accepts the following donation:

Free rental of tents from Party Enhancers

The tents will be used at the October 2, 2010 Healthy Choices Fun Run and Worldwide Day of Play.

POLICY REVIEW:

Trustee Campasano seconded by Trustee Klein made a motion to amend policy #9520.2 by adding: "FMLA can be taken intermittently when medically necessary. Intermittent Family and Medical Leave will not be permitted for the birth and/or adoption of a healthy baby."

The motion was **CARRIED** by all present

Trustee Campasano seconded by Trustee Klein made a motion to adopt the following policies:

Files:

9310 – Medical Examinations

9520.2 – Family and Medical Leave (amended)

9520.2 – R – Family and Medical Leave (administrative regulations)

CBB – Assistant Superintendent for Human Resources

CCAEA – Management Team

CDB – Assistant Superintendent for Curriculum & Student Services

CDD – Plant Facilities Administrator

CDG – Director of Student Services

CDI – Director of Language Arts & Testing

The motion was **CARRIED** by all present

PHYSICAL AND MENTAL EXAMS**9310**

The Board of Education seeks to provide a healthful and safe working environment for the total school community. The Board employs individuals who have physical and mental capacity which will enable such employee to reasonably perform the duties required of the position, and to assure that all employees have a standard of health that will contribute to the safe, healthy and efficient performance of work.

Medical Examinations

The Board requires that all job offers be conditioned upon a satisfactory medical evaluation, and all probationary employees who are eligible for tenure, as well as employees recommended in writing by their supervisor, undergo a medical exam by their own physician or by the school physician. Failure to undergo a required medical exam is grounds for disqualification or dismissal.

No applicant or employee will be discriminated against because of any disability or speculation that such person's future health would be at risk in performing his/her duties. Inability to perform the essential functions of the job with or without reasonable accommodation may be grounds for disqualification or dismissal

Adoption Date:

FAMILY AND MEDICAL LEAVE**9520.2**

Consistent with the federal Family and Medical Leave Act (FMLA) of 1993 as amended, the Board of Education recognizes the right of eligible employees to unpaid family and medical leave for up to twelve (12) workweeks during any twelve (12) month period. The Board shall ensure that all eligible employees who use such leave shall have their health benefits continued and shall be returned to an equivalent position according to established Board practices, policies and collective bargaining agreements.

To be eligible for FMLA an employee must have been employed for at least twelve months and have worked at least 1,250 hours during the prior twelve months.

FMLA can be taken intermittently when medically necessary. Intermittent Family and Medical Leave will not be permitted for the birth and/or adoption of a healthy baby.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to a total of 26 workweeks of unpaid leave in a single 12-month period to care for the service member who is seriously ill or injured in the line of duty.

An employee may elect, or the district may require, an employee to use accrued paid vacation, personal or family leave for purposes of an FMLA leave. An employee may elect, or the district may require, an employee to use accrued vacation, personal, or medical/sick leave for purposes of a medical leave.

The employee shall notify the district of his/her request for leave, if foreseeable, at least 30 days prior to the date when the leave is to begin. If such leave is not foreseeable then the employee shall give such notice as is practical. The district may require a certification from a health care provider if medical leave is requested. When an employee returns following a leave, he/she must be returned to the same or equivalent position of employment. The Superintendent of Schools or designee may reassign a teacher consistent with the teacher's agreement to a different grade level, building or other assignment consistent with the employee's certification and tenure area.

The Board shall ensure that FMLA is provided to all eligible employees, unless they are covered by a collective bargaining agreement which provides greater leave benefits than this Act.

The district shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning enforcement of the law.

Ref: 29 U.S.C. §§ 207, 2601, 2611, 2612, 2613, 2614, 2618, 2619.
29 CFR 825.110, 825.309, 825.600, 825.603, 825.800.

Replaces in whole or in part former policy GCBF

FAMILY AND MEDICAL LEAVE REGULATION

9520.2-R

Consistent with the federal Family and Medical Leave Act of 1993 (FMLA) as amended, the Board of Education shall provide up to twelve (12) work weeks of unpaid leave in a twelve (12) month period for its eligible employees. In addition, FMLA provides eligible employees with 26 workweeks of leave in a single 12 month period to care for a covered service member with a serious illness or injury incurred in the line of duty.

An eligible employee must have been employed for at least twelve months, have worked at least 1,250 hours during the prior twelve months, and be employed at a worksite where at least 50 employees are employed by that employer within a 75 mile radius of that worksite.

Right to Benefits During Leave

An eligible employee is entitled to a total of twelve workweeks of unpaid family and medical leave. Any employee who uses the unpaid leave shall have his/her health benefits continued during the leave, shall not have any previously accrued benefits altered and shall be returned to an equivalent position according to established Board policies and collective bargaining agreements. The employee is not entitled to accrue seniority during the leave.

An employee may elect, or the district may require, an employee to use available paid leave time for purposes of a family or medical leave. However, an employee may only use accrued paid leave in accordance with the applicable collective bargaining agreement.

Family and Medical Leave

Family leave is available when a child is born to the employee, adopted by an employee or one is placed with the employee for foster care. Medical leave is available in order for the employee to take care of a spouse, child, parent who has a serious health condition, when the employee has a serious health condition rendering him/her unable to perform the functions of the employee's job. Military caregiver leave is available to employees who are family members of covered service members with a serious illness or injury incurred in the life of duty on active duty. Military caregiver leave is a special entitlement that allows the employee to extend FMLA leave to 26 workweeks. Qualifying exigency leave is available to employees when a family member is called to active duty in support of a contingency operation.

A child shall include any individual whether biological, adopted, a foster child, a stepchild, a legal ward, or a child standing in loco parentis who is under eighteen years of age or, if over eighteen, is incapable of self-care due to a mental or physical disability. A parent shall include the biological parent of the employee or an individual who stood in loco parentis to the employee when he/she was a child. Next of kin shall mean the nearest blood relative other than spouse, parent, son, and/or daughter, as defined in federal regulation.

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

Family leave must be taken within one year of the birth or placement of the employee's child. If both spouses are employed by the district, the combined amount of leave for family leave or medical leave may be limited to twelve weeks.

Notice to Take Leave

The employee shall notify the district of his/her request for family or medical leave at least 30 days prior to the date when the leave is to begin, when such leave is foreseeable. If such leave is not foreseeable then notice shall be given as early as is practical. If the employee requests medical leave, reasonable attempts shall be made to schedule treatment so as not to disrupt the district's operations.

Employees, absent unusual circumstance, must comply with the district's usual and customary notice and procedural requirements for requesting leave.

Intermittent Leave

An employee, who requests family leave, shall not be provided intermittent leave or a reduced leave schedule unless the employee and district mutually agree. Intermittent leave may be provided for medical leave, however, the district may transfer the employee to a comparable position if it will better accommodate such intermittent periods of leave. For instructional employees who request medical leave and it is foreseeable that the medical treatment shall cause the employee to be on leave for more than 20% of the total number of working days in the period of leave, the district may require the employee to take a block of time or to transfer to an equivalent position for which the employee is qualified, but which better accommodates intermittent periods of leave.

Military Leave: Leave Related to Active Duty or a Call to Active Duty

If the necessity for leave because of a qualifying exigency arising from the fact that a family member is on active duty or has been notified of an impending call to active duty is foreseeable, the employee shall give such notice to the district as soon as is reasonable and practicable.

The School Board may require that a request for leave because of a qualified exigency arising from the fact that the employee's spouse, son, daughter, or parent is on active duty or has been notified of an impending call to active duty be supported by a certification issued in accordance with regulations.

Certification

The district may require the employee requesting medical leave to present a certification from the health care provider of the person for whom the employee is taking the leave. Upon request by the district, the employee must provide the certification within 15 days. The certificate shall include:

1. the date on which the serious health condition commenced;
2. the probable duration of the condition;
3. the appropriate medical facts within the knowledge of the health care provider regarding the condition;
4. a statement that the employee is needed to care for the family member and an estimate of the amount of time that such employee shall be needed or a statement that the employee is unable to perform the functions of the employee's position; and
5. the dates and duration of medical treatment if the request for intermittent leave is for a planned medical treatment.

If the district doubts the validity of the certification, then, at the district's expense, a second opinion may be required from a health care provider selected by the district. The school physician cannot give this opinion. If the two opinions conflict, a third health care provider, at the district's expense, may be chosen by the two parties to render a final opinion.

Restoration

An instructional employee, who begins any type of leave at least five (5) weeks before the end of an academic term, may be required not to return until the new term begins if the leave is at least three (3) weeks long and the employee would return during the last three (3) weeks of the term.

An instructional employee who begins leave, for any purpose other than personal illness, less than three (3) weeks prior to the end of the term and the leave is longer than five (5) working days, may be required not to return until the new term begins.

Failure to Return

The district may recover the health care premiums paid during the leave if the employee fails to return from the leave. However, recovery cannot occur if the employee fails to return because of the continuation, recurrence, or onset of a serious health condition or due to circumstances beyond the control of the employee.

Effect on Existing Laws or Agreements

The Board shall ensure that family and medical leave, consistent with the Family and Medical Leave Act, is provided to all eligible employees, whether or not they are covered by a collective bargaining agreement. Any collective bargaining agreement which contains greater leave benefits than this policy shall remain in force.

Notice of Policy

The district shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning enforcement of the law.

Adoption date:

Executive Director for Human Resources

File: CBB

The 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 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

Management Team

File: CCAEA

In order to provide continuity in decision making and sharing of information, in the absence of the Superintendent of Schools, refer matters to the Assistant Superintendent for Curriculum & Student Services. In the absence of both, refer matters to the [Assistant Superintendent] Executive Director for Human Resources. In the absence of all three, refer matters to the Executive Director [Assistant Superintendent] for Finance and Operations.

Cross Reference: File CCAE

Assistant Superintendent for Curriculum and Student Services

File: CDB

The Assistant Superintendent is continually involved in promoting those practices which are both educationally sound and of maximum value to the students of West Babylon. To achieve those goals, it is incumbent upon the Assistant Superintendent that specific responsibilities be noted as follows:

1. Administrative Responsibilities

- (a) To assist the Superintendent and the Board of Education in formulating policy related to instruction, curriculum, and student services.
- (b) To offer the services of the curriculum center to members of the elementary and secondary staffs in all endeavors related to instruction, curriculum awareness, student services, change or innovation.
- (c) To coordinate the effective functioning of district-wide curriculum activities.
- (d) To cooperate with, and to assist wherever and whenever possible, those involved in the planning of school buildings to meet educational needs.
- (e) To assist the Superintendent, Executive Director for Human Resources and building principals in matters pertaining to teacher selection, assignment, and evaluation.
- (f) To be responsible for and involved in the preparation of reports in conjunction with the Superintendent and district administrative leaders.
- (g) To assist in the supervision and in the development of a functional, realistic, and effective testing program.
- (h) To arrange for some of the teacher and administrator visitations within and without the district.
- (i) To assist in the development of, and to promote the use of, professional behavior within the district.
- (j) To oversee the special education and other student services responsibilities undertaken by the Director of Student Services.
- (k) To serve as a member of the district's negotiations team.
- (l) To organize and interpret customer satisfaction data for review by various committees and employee teams.
- (m) To oversee all matters related to the annual school calendar publication, the yearly development and purchase of the student organizers, review/approval of K-12 purchase requisitions and field trips, the proofing of all district newsletters, evaluations of each instructional program, the annual School Report Cards data, the annual School District Report Card data, the annual Similar Schools Report, and any other tasks which the Superintendent identifies.
- (n) To oversee the athletics responsibilities undertaken by the Director of Health, Athletics and Physical Education and the technology responsibilities undertaken by the Coordinator of K-12 Student Data and Instructional Technology
- (o) To assist the Superintendent in the supervision of principals, directors and district-wide coordinators.

2. **Instructional Responsibilities**

- (a) To foster awareness and understanding as to goals and purposes between and among elementary and secondary school units.
- (b) To work with those involved with continuous evaluation in the area of curriculum.
- (c) To promote and to work with those activities designed to encourage professional growth and continuous awareness of educational responsibilities, such as in-service workshops, committee selection, and study groups.
- (d) To cooperate with, and assist building principals in instructional, curricular and student services problems.
- (e) To visit, observe, and aid staff members and faculty teams in the solution of instructional problems as well as to foster continuous and positive classroom activities.
- (f) To promote innovation and/or change in procedure and offerings when necessary.
- (g) To assist the Superintendent, Executive Director for Human Resources and building principals in the orientation program for new teachers.
- (h) To provide an awareness of local, state, and nationwide educational activities.

- (i) To insist upon those activities which stress value for optimal student learning, an understanding and respect for the uniqueness and dignity of the individual, an awareness of heritage, and an emphasis upon the maximum use of the intellect within the areas of each discipline.
- (j) To assist in the preparation of district conference days.

3. **Responsibilities Involving Materials**

- (a) Through professional and lay committee action, to assist in the writing of courses of study and curriculum guides that are consistent with Board of Education expectations and are current, appropriate and aligned with State Education Department requirements.
- (b) To encourage research, and to make available the findings of educational research.
- (c) To evaluate and recommend texts and other printed materials.
- (d) To serve as liaison to the district's public relations firm.

4. **Responsibilities Involving Community Relations**

- (a) To interpret educational programs and curriculum for the general public.
- (b) To counsel and advise on educational problems.
- (c) To promote school use of community resources.
- (d) To serve as chairperson of the Good Scholarship Association.

5. **Personal Responsibilities**

- (a) To promote those qualities which foster the dignity of students and employees in every respect.
- (b) To continue to grow professionally.
- (c) To believe in and work in behalf of the young people of our community.

6. **General**

- a) Accepts other assignments from the Superintendent of Schools.

Plant Facilities Administrator

File: CDD

The Plant Facilities Administrator reports to the Executive Director for Finance and Operations and shall be responsible for, and in charge of the operation and maintenance of all school buildings, grounds, and equipment. His duties and responsibilities include the following:

1. Offering suggestions and recommendations for economical as well as essential improvements of the entire school plant.
2. Direction of all the custodial staff in carrying out good planning for the efficient and economical operation and maintenance of the properties of the West Babylon School District.
3. Assignment of work to custodial staff of each school, and, when necessary, assigning employees from one area or building to work in another, depending on the type of skill required.
4. Scheduling and planning of alterations and repairs to be carried out during vacation periods.
5. Inspecting and otherwise exercising control over repairs and alterations and improvements by outside contractors, on behalf of the Board of Education.
6. Maintenance of all essential records and making necessary reports, such as sick leaves, overtime, and vacation schedules for all personnel under his/her supervision, with the approval of the Superintendent of Schools.
7. Maintaining records pertaining to inventories, purchases, requisitions, supplies, and expenditures, etc.
8. Requisition and distribution of maintenance supplies and materials.

9. Presentation of any additional personnel for custodial or maintenance positions for approval of the Executive Director for Finance and Operations and the Superintendent of Schools.
10. Directing and supervising the district maintenance crew.
11. Supervision of the issuance of permits for use of district facilities.
12. Oversees the management of security services, health & safety, and emergency preparedness.
13. Additional duties as may, from time to time, be directed by the Superintendent of Schools.

Adopted: Unknown

Director of Student Services

File: CDG

The Director of Student Services reports to the Assistant Superintendent for Curriculum and Student Services for the functions listed below and other essential responsibilities assigned by the Superintendent and/or the Assistant Superintendent.

1. Reports to the Assistant Superintendent for Curriculum and Student Services.
2. Coordinates the district's special services, including special education, speech, occupational and physical therapy, psychological, learning disabilities, and attendance, and works cooperatively with the [Associate Superintendent for Personnel] Executive Director for Human Resources in the recruitment and selection of personnel for these special services.
3. Coordinates the district's special education, BOCES, and other program placements for pupils whose special needs cannot be provided for by the district, including testing, evaluation, transportation, and other unique requirements.
4. Acts as Chairperson of the district's Committee on Special Education.
5. Coordinates the preschool programs in conjunction with the Chairperson on the Committee on Preschool Education.
6. Acts as the district's compliance coordinator for Section 504 of the Rehabilitation Act of 1973.
7. Coordinates the activities of the District Social Worker's office.
8. Coordinates the work of the district's medical doctors in relationship to special education mandates.
9. Engages in synergetic supervision with respect to lesson observations and summative evaluations for personnel providing special education services.
10. Meets regularly with all K-5 special educators, secondary special education chairpersons, CSE/CPSE Chairpersons, and pupil personnel staff.
11. Serves as liaison to District Committee for Special Services.
12. Serves as Title IX officer regarding all allegations made against students.
13. Accepts other assignments that may be identified by the Superintendent.

Director of Language Arts and Testing

File: CDI

The Director of Language Arts and Testing provides leadership and direction for the K-12 language arts and ESL programs, as well as testing, the [gifted] S.A.I.L. program, home [instruction applications] schooling, district-wide professional development in literacy and grant opportunities in literacy and ESL [Recipe for Reading services,] while working cooperatively with principals and district administration. The Director reports to the Assistant Superintendent for Curriculum and Student Services for the functions listed below and other essential functions as assigned by the Superintendent.

RESPONSIBILITIES:

A. The Director of Language Arts and Testing ensures:

1. District compliance with New York State and Federal laws governing the provisions of language arts and ESL.
2. The timely notification of a child's requirement for supplemental remediation /AIS and ESL services.
3. The timely coordination and review of student progress on the West Babylon Early Literacy Profile, NYS ELA Testing Program for Grades 3-8, English 11 Regents, and the NYSESLAT.
4. The development of literacy action [tutorial] plans which include annual goals and short-term objectives for ELA and ESL..
5. The review of all AIS incoming grades 1-5 students for placement in ELA summer school when offered.
6. The maintenance and updating of all confidential files.

B. Personnel

The Director supervises the reading teachers, [Recipe for Reading tutors], reading teacher assistants and all language arts and ESL instructors. The Director engages language arts and ESL professionals in the analysis of student progress in reading, language arts and language acquisition and does synergetic supervision of lessons.

C. Language Arts and ESL

1. Coordinate and Function as the supervisor of the language arts and ESL programs, K-12.
2. Coordinate the K-8 reading program with the reading teachers and school principals.
3. Ensure the scope and sequence of the language arts curriculum, including K-12 reading and the AIS program.
4. Coordinate the administration and scoring of the West Babylon Early Literacy Profile, the OLSAT, the New York State ELA Testing Program grades 3-8 and the NYSESLAT.
5. Keep abreast of and report trends in language arts instruction.
6. Support the use of technology in the district's language arts and ESL classrooms.
7. Support continuous improvement in student performance as reflected in reading and writing efforts in grades K-12.
8. Coordinate the language arts program evaluations, grades K-12.
9. Assist language arts teachers develop ELA action plans and design literacy learning experiences and curriculum [work plans].
10. Assist ESL teachers to develop learning experiences and curriculum to increase student achievement in language acquisition and achievement in literacy.
11. Work toward the development of [rubrics for portfolio] assessment tools for literacy and ESL classrooms.
12. Be familiar with all regulations relating to the language arts and ESL.
13. Sit as a member of the Superintendent's Management Council (SMC), Superintendent's Management Team (SMT), and the Superintendent's Quality Review Council (SQRC).
14. Any other related duties assigned by the Superintendent.

D. Testing

1. Monitor state and district-imposed standardized programs and provide leadership in the analysis and interpretation of data for program improvement.
2. Compile data and research about the district in order to improve services delivered to the students.
3. Work with building and central administrators, as well as with teachers, in monitoring student progress in reading language arts and ESL.
4. Organize and analyze student progress in NYS grades 3-8 ELA, NYSESLAT and ELP assessments by district-wide grade level and school grade level .
5. Collaborates with the High School Principal to Analyze the results of the SAT, ACT and English Regents examination [score achievement and provide intervention plans to raise student performance].
6. Assist in coordinating ELA and ESL data reports for NYSED and district-wide purposes..

E. S.A.I.L. Program

1. Serve as the Chairperson of the selection committee.
2. Provide timely selection feedback to parents of nominees.
3. Supervise the S.A.I.L. Parent Orientation and instructional programs.
4. In conjunction with the Assistant Superintendent for Student Services, monitor efficient use of allocated funds.

F. Home Instruction Applications

1. Provide appropriate information and timelines to parents making application for home schooling.
2. Conduct reviews of the quarterly reports submitted by parents to ensure compliance with the Regulations of the Commissioner of Education.
3. Maintain records for the district related to home schooling.

G. Professional Development in Literacy

1. In conjunction with the Assistant Superintendent for Curriculum and Student Services and the Executive Director for Human Resources, coordinate and oversee K-12, job-embedded professional development in literacy and ESL during the school year and Summer Academy for Teachers of Excellence, including the district-wide Reflective Pathway Listserv/Collegial Circle.

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2. In conjunction with the Assistant Superintendent for Curriculum and Student Services and the Executive Director for Human Resources, coordinate and oversee K-12 grant opportunities in ESL and Literacy (Title III, plus competitive state and local grants).

Adopted: 05/22/00

OLD/NEW BUSINESS:

COMMITTEES:

Trustee Thiel read the minutes of the Curriculum Committee meeting held on September 21, 2010 (on file in the District Clerk's office) Next Curriculum Committee meeting is October 26, 2010.

As a result of discussions about various reports the trustees would like, the following groups will present at upcoming Board meetings as follows:

October 12 — Presentation on Summer Reading and Math Programs October 26 - Dr. Vassallo will report on the Regents & AP results, and the ACT and SAT results

November 9 — JHS Mr. Payne presentation to provide update regarding work plans

December 14 — Elementary Principals to provide an update about what has been implemented since the August 10 meeting.

Trustee Thiel read the minutes of the Strategic Plan Committee held on September 16, 2010 (on file in the District Clerk's office)

In response to the minutes Mr. Cacciola suggested that the trustees schedule a workshop meeting (on a Tuesday evening at approximately 7:00 p.m. when there is no regular Board meeting) with Longwood's Superintendent, Board President and Vice President who have offered to share their strategic plan model.

Trustee Jennings read from the minutes of the Facilities Committee meeting held on September 16, 2010 (on file in the District Clerk's office). Next Facilities Committee meeting is October 28, 2010.

A Policy Committee Meeting needs to be scheduled.

Trustee Thiel said that over the weekend she attended the Babylon Town Historical Society meeting to discuss the restoration of the Van Bourgondien Farm House located on Albin Avenue in West Babylon. Trustee Thiel said that much help is needed. The society is also requesting donations of historical memorabilia.

South Bay Update - Done under Superintendent's report

STATEMENT OF RESIDENTS:

Resident Nancy Walsh-Smolenski requested some more outdoor equipment such as basketball hoops for the South Bay students. She also suggested a place on the district website for comments and suggestions.

Resident Diana Doerbecker inquired about two missing time capsules from South Bay School that were given to the restoration company and had been on the stage at one point. Mr. Williams will call Belfor about these. In response to Mrs. Doerbecker's question, Mr. Cacciola said the Trust & Agency funds have not been touched yet and there will have to be some brainstorming about how the money will be spent.

In response to Resident Dennis Brodmerkel's question, Mr. Farrell said it is anticipated that the restored South Bay School will be open by next September.

Resident Leslie Salanitri informed Mr. Cacciola and the trustees that there may be a large turn-out for the ground breaking ceremony.

Resident Robert Induisi requested that water be made available to students in the OLOG South Bay.

Trustee Jennings seconded by Trustee Campasano made a motion to adjourn at 11:00 p.m.

The motion was **CARRIED** by all present

Attested to: _____
District Clerk