

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION  
SENIOR HIGH SCHOOL – CAFETERIA B

TUESDAY – APRIL 19, 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

[5:30 P.M. - Meeting Convenes Followed by Student Presentation  
and/or Executive Session]

**West Babylon Senior High School – Science Olympiads Presentation**  
**Dr. Ellice Vassallo, Principal, Mr. Stephen O’Leary, Assistant Principal,**  
**Mr. Michael Devane, Assistant Principal and Ms. Andrea Montalvo,**  
**Science Teacher and Science Olympiads Advisor**

**Student Participants**

<b>Robert Aguanno, 10<sup>th</sup> Grade</b>	<b>Daria DelMonico, 10<sup>th</sup> Grade</b>
<b>Alex Barrett, 12<sup>th</sup> Grade</b>	<b>Eric Donohue, 10<sup>th</sup> Grade</b>
<b>Trevor Barrett, 11<sup>th</sup> Grade</b>	<b>AJ Liles, 11<sup>th</sup> Grade</b>
<b>Christina Capobianco, 11<sup>th</sup> Grade</b>	<b>Ralph Reyes, 12<sup>th</sup> Grade</b>
<b>Anika Chowdhury, 12<sup>th</sup> Grade</b>	

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

3. Approval of minutes of previous meeting(s): Regular Meeting: April 12, 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:
  - A. **Business Education Program Evaluation**  
**Ms. Katharine Reilly-Johnson, Chairperson Grades 9-12**  
**Business, Family & Consumer Science, & Technology**
12. Business Agenda [**\*\*Consent Agenda Items**]
  - A. **BOARD OF EDUCATION**
    - \*\* (R) Approval of Half Hollow Hills School District to provide Health Services to West Babylon School District Resident Students, during the 2015-2016 School Year (Res. #BE-1)
    - \*\* (R) Approval of Annual Provision for Western Suffolk BOCES Alternate Learning Center Program (Res. #BE-2)
    - \*\* (R) Waiver of Facilities Use Fees and Requirements for the SCOPE Education Services SAT Preparatory Program for the 2016-2017 School Year (Res. #BE-3)
    - \*\* (R) Authorization for the Board President to Sign an Employment Agreement with the Acting Superintendent (Res. #BE-4)
  - B. **PERSONNEL**
    - \*\* (R) 15-P-17 Professional Personnel
    - \*\* (R) 15-C-17 Civil Service Personnel (Res. #PE-1)
  - C. **FINANCE**
    - \*\* (R) Approval of Treasurer's Report for the Month of March, 2016 (Res. #FI-1)
    - \*\* (R) Acceptance of Donation (Res. #FI-2)
    - \*\* (R) Budget Transfers (Res. #FI-3)
  - D. **CURRICULUM**
    - \*\* (R) Acceptance of Donation (Res. #CU-1)
    - \*\* (R) Declaration of Obsolete Junior High School Library Books and Audio CassetteTapes/DVDs (Res. #CU-2)
    - \*\* (R) Declaration of Obsolete John F. Kennedy School Library Books (Res. #CU-3)
  - E. **BOCES**
    - \*\* (R) Election of Western Suffolk BOCES Trustees (Res. #BC-1)
    - \*\* (R) Approval of Western Suffolk BOCES 2016-2017 Administrative and Capital Budget (Res. #BC-2)
  - F. **FACILITIES**
    - \*\* (R) Acceptance of Donation (Res. #FA-1)
13. Policy Review:
  - A. Board Review-Public Use of Facilities (Second Time Discussion) (File:1500)
  - B. Board Review-Non-Instructional Personnel (Third Time Adoption) (File:9530.1)
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.]

**Please Note:**

- ◆ **2016-2017 BOCES Budget Vote and BOCES Board Trustees Election:**  
**April 19, 2016 – 7:00 P.M. – SENIOR HIGH SCHOOL-CAFETERIA B**

- ◆ **2016-2017 West Babylon School District Budget:**  
**Budget Hearing -- May 3, 2016 -- 7:00 P.M. -- Administration Building**  
**District Budget Vote and Trustees Election -- May 17, 2016 -- 7:00 A.M. to 9:00 P.M.**  
**(Administration Building and Santapogue School)**

\*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**

<b>Date</b>	<b>Residents' Questions</b>	<b>Responses</b>
<b>April 12, 2016</b>	-----	-----
<b>March 22, 2016</b>	-----	-----
<b>March 8, 2016</b>	-----	-----
<b>February 23, 2016</b>	-----	-----
<b>January 26, 2016</b>	-----	-----
<b>January 12, 2016</b>	-----	-----
<b>December 8, 2015</b>	-----	-----
<b>November 24, 2015</b>	-----	-----
<b>November 10, 2015</b>	-----	-----
<b>October 27, 2015</b>	-----	-----
<b>October 13, 2015</b>	-----	-----
<b>September 21, 2015</b>	-----	-----
<b>September 8, 2015</b>	-----	-----
<b>August 25, 2015</b>	-----	-----
<b>July 7, 2015</b>	-----	-----
<b>June 23, 2015</b>	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK

REGULAR MEETING  
BOARD OF EDUCATION

SENIOR HIGH SCHOOL - CAFETERIA B

TUESDAY – APRIL 19, 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 2015-2016 school year:

Half Hollow Hills Central School District

---

**\*\*#BE-2**

RESOLVED: that the district will, once again, provide one (1) classroom and supportive services for use by the Western Suffolk BOCES Alternate Learning Center Program, for the period September 1, 2016 through June 30, 2017. The rental fee will be \$3,000 and the supportive services fee will be \$13,000.

---

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

RESOLVED: that the West Babylon Board of Education waives the facilities use fees and requirements for the SCOPE Education Services SAT Preparatory Program, operating within the District, during the 2016-2017 school year.

---

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

RESOLVED: that the President of the West Babylon Board of Education is authorized to sign an employment agreement with the Acting Superintendent. The term of employment shall commence on or before May 27, 2016 and continue through August 26, 2016. This time period shall be further extended or sooner terminated as is deemed necessary.

**PERSONNEL**

\*\*#PE-1

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

<u>15-P-17</u>	Professional Personnel
<u>15-C-17</u>	Civil Service Personnel

**FINANCE**

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

**RESOLVED:** that the West Babylon Board of Education approves the Treasurer’s Report for the month of March, 2016.

---

**\*\*#FI-2**

**RESOLVED:** that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$250.00, from the West Babylon Administrators Association. The donation will be used for the May 16, 2016 Wellness Fair.

---

**\*\*#FI-3**

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

<i>ACCOUNT CODE</i>	<i>ACCOUNT CODE DESCRIPTION &amp; TRANSFER EXPLANATION</i>	<i>FROM</i>	<i>TO</i>
A2020.1640	Substitute Clerical	\$2,000.00	
A2020.1601	Clerical Extra Pay		\$2,000.00
A2110.1400	Substitute Teachers	\$12,000.00	
A2110.1401	Daily Substitutes		\$12,000.00
A2110.1310	Salary Adjustments and New Hires	\$12,000.00	
A2110.1500	Other Instructional Salaries		\$12,000.00
A2250.1601	Aides Special Education	\$10,000.00	
A2250.1602	Senior Substitute Aides Special Education		\$10,000.00
	Re-establish Payroll Encumbrances		

**CURRICULUM**

**\*\*#CU-1**

**RESOLVED:** that the West Babylon Board of Education gratefully accepts the following donation, from the Bonnie Plants Company, to South Bay Elementary School:

a shipment of 60 cabbage plants for South Bay students

The “Bonnie Cabbage Program” offers students a chance to get a unique, hands-on gardening experience through growing colossal cabbages. Additional information can be found at the following website: [bonniecabbageprogram.com](http://bonniecabbageprogram.com).

---

**\*\*#CU-2**

**RESOLVED:** that the West Babylon Board of Education declares 71 library books and 17 audio cassette tapes/DVDs, located in the Junior High School library, obsolete. Per Dr. Alice Robinson, School Librarian, the information contained in the material is no longer relevant. Certain items are damaged and others have a poor circulation history.

---

**\*\*#CU-3**

**RESOLVED:** that the West Babylon Board of Education declares 106 library books, located in the John F. Kennedy Elementary School library, obsolete. Per Ms. Deborah Morris, School Librarian, the information contained in the books is no longer relevant. Certain items are damaged and others have a poor circulation history.

**BOCES**

**\*\*#BC-1**

**RESOLVED:** that the West Babylon Board of Education will cast one vote for each of the three vacancies on the Western Suffolk BOCES Board of Education:

One vote for: Mrs. Mildred Browne

One vote for: Mrs. Ilene Herz

One vote for: Mrs. Maryann Zumpano

---

**\*\*#BC-2**

**RESOLVED:** that the West Babylon Board of Education approves the Western Suffolk BOCES 2016-2017 Administrative and Capital Budget in the amount of **\$318,974**.

**FACILITIES**

\*\*\*#FA-1

**RESOLVED:** that the West Babylon Board of Education accepts the following donation in memory of Matthew Awad, a second grade student, who attended South Bay Elementary School:

One (1) tree and planting services

from Mr. Chip DeGennaro, DeGennaro's Landscaping, Inc.

In the spring of 2014, after the initial tree (in memory of Matthew) was planted it was severely damaged and efforts to bring the tree back to life have been unsuccessful. This new tree will replace the previous one.

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - APRIL 19, 2016

---

**PERSONNEL**

(R) Schedules:      15-P-17      Professional Personnel  
                             15-C-17      Civil Service Personnel (\*\*#PE-1)



**PROFESSIONAL PERSONNEL SCHEDULE**

**I. Professional Personnel Schedule 15-P-17**

- A. Family Medical Leave
- B. Retirement
- C. Intramural Advisor
- D. Spring 2015 -2016 Coaching

**CIVIL SERVICE PERSONNEL SCHEDULE**

**II. Civil Service Personnel Schedule 15-C-17**

- A. Leave of Absence Requests
- B. Termination
- C. Retirements
- D. LOA Returnee
- E. 2015-2016 Per Diem Substitutes

**SCHEDULE 15-P-17 Professional Personnel Schedule**

Date of Meeting: April 19, 2016

Page 1 of 2 pages.

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL/ AREA</b>	<b>STEP/ SALARY</b>	<b>BEG/END APPT.</b>	<b>COMMENTS</b>
Bellacosa, Michael	Physical Ed. Tchr.	TA		4/4/16 -	Family Medical Leave
Levy, Eleanor	Elementary Principal	SA		8/31/16	Resignation to Retire
<b><u>Intramural Advisor:</u></b> Kozak, John		TA	\$28.21/hr.	Spring, 2015 - 2016	
<b><u>Coach:</u></b> Horstmann, Thomas		JHS Asst.	Lacrosse (B) \$4,170.	Spring 2015 - 2016	[from tennis to lacrosse]

**SCHEDULE 15-C-17 Civil Service Personnel Schedule**

Date of Meeting: April 19, 2016

Page 2 of 2 pages.

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL/ AREA</b>	<b>STEP/ SALARY</b>	<b>BEG/END APPT.</b>	<b>COMMENTS</b>
Bettinelli, Rosemarie	Paraprofessional (hall monitor)	HS		4/4/16 - 6/30/16	Leave of Absence
Labita, MaryAnn	Paraprofessional (school monitor)	SB		4/11/16 - 6/30/16	Leave of Absence
Mulholland, Betty Sue	Guard	SA		4/20/16	Termination
Coyne, Linda	Account Clerk Typist	B.O.		6/30/16	Resignation to Retire
Roller, Toni	Sr. Clerk Typist	Admin.		6/30/16	Resignation to Retire
Warren, Lisa	Paraprofessional (school teacher aide)	FA		5/2/16	Returning from LOA
<b>Per Diem Substitutes:</b>		DW	\$10./hr.	2015 - 2016	Custodian
*D'Angelo, Michael					
*Speziale, Anthony					

\*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - APRIL 19, 2016

---

**POLICY**

- A. Board Review-Public use of Facilities (Second Time Discussion) (File:1500)
- B. Board Review-Non-Instructional Personnel (Third Time Adoption) (File:9530.1)

## **PUBLIC USE OF SCHOOL FACILITIES**

School facilities may be used by district residents and members of the general public for activities which are educational, cultural, social, recreational or civic in nature, primarily for the benefit of district residents and consistent with all applicable federal and state laws. Any such use, however, shall not be deemed an endorsement of the activity or the purpose for which the facilities are used.

The buildings and rooms therein, and the grounds of the district may be made available only when not required to serve the program needs of the West Babylon Union Free School District. Once these needs are filled, priority will be given to West Babylon community groups. Non-West Babylon groups shall be treated equally in the approval of uses and in fees charged or waived.

The Superintendent shall prescribe regulations for the use of any school facility. The Superintendent may also appoint a designee who will be responsible for scheduling the use of school facilities, ensuring that economical and efficient use is made of the time and space available, and for issuing permits. Approval for facility use may be granted for the following:

1. For the purpose of instruction in any branch of education, learning, or the arts.
2. For holding social, civic, and recreational meetings and entertainments, and other uses pertaining to the welfare of the community. Such meetings, entertainments, and uses shall be non-exclusive and open to the general public.
3. For meetings, entertainments, and occasions where admission fees are charged, when the proceeds thereof are to be expended for an educational or charitable purpose; but such use shall not be permitted if such meetings, entertainments, and occasions are under the exclusive control, and the said proceeds are to be applied for the benefit of a society, association, or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization other than organizations of veterans of the military, naval, or marine service of the United States and organizations of volunteer firefighters or volunteer ambulance workers.
4. For polling places holding primaries and elections and for the registration of voters and for holding political meetings. No political meeting, however, shall be permitted unless authorized by a vote of the Board of Education, held as provided by law.
5. For emergencies within the school district, such as floods, power outages, and other conditions which require temporary accommodations for residents in sections of the community.
6. Public library purposes, subject to provisions of the Education Law, or as stations of public libraries.
7. Civic forums and community centers.
8. Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.

9. Child-care programs when school is not in session, or when school is in session for the children of students attending schools of the district and, if there is additional space available, for children of employees of the district.
10. Graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.

The Board of Education reserves the right, at any time and within its complete discretion, to require any applicant to provide insurance in such amounts as the Board of Education may determine to be adequate to insure the school district. Moreover, permission for the use of the facility may be subject to revocation or cancellation when, in the judgment of the Board of Education or the Superintendent of Schools, the interests or requirements of the school district may deem it advisable. Also, the West Babylon Union Free School District is absolved from responsibility for personal property.

The Superintendent of Schools or a designee is authorized to require adult sponsorship for individuals or groups of persons under 21 years of age who wish to use school buildings, grounds, or other facilities. She/he shall limit the use of school buildings, grounds, and other facilities if such use is potentially hazardous or creates a nuisance to surrounding property owners in accordance with such administrative regulations as she/he may deem appropriate. Before granting specific permission for use of a school building, grounds, or other facilities, the Superintendent of Schools or a designee shall require in the application for such use, written acknowledgment by the applicant or a designee, of administrative regulations which govern such use.

#### Responsibility for Damages:

A written guarantee shall be given by a responsible person that the school district shall be reimbursed for any damages incurred while the school facilities were in use.

Any person or persons using school buildings, grounds, or other facilities without specific permission, and outside the procedures and conditions herein outlined, may be considered a trespasser.

*When applicable, a damage security deposit is required to be submitted for each event; as defined in this policy.*

#### Fees for the Use of Facilities:

Rates charged for authorized use of school buildings, grounds, or other facilities by non-school groups shall be established in accordance with regulations of the Board of Education.

[When applicable, a damage security deposit is required to be submitted for each event. The amount of this deposit is to be determined by the Plant Facilities Administrator.]

#### Legal References:

Section 414 of Education Law

Equal Access Law

New York Constitution, Article 1 § 11, Article 8 § 1, Article 11 § 3

Adopted: 12/08/2009

Revised: March 12, 2013

**Non-Instructional Personnel**

The following is the current practice in the West Babylon Union Free School District which is covered under the collective bargaining agreement and are included in this policy for the purposes of clarity.

**Service Credit for In-district Work:**

The opportunity to apply for prior service credit will be limited to 30 days after completing the six (6) month probationary period. *Employee will be notified by Human Resources that they have 30 days to apply for the credit.* Prior service credit will be granted based on the following criteria:

- > Credit for part-time related service does not include per diem substitute work. It does include regular substitute work for a semester or more. Regular substitute part-time related service in the school district will be converted to full time years for salary credit (number of part-time hours worked/by the number of hours in a full-time year = full years of service).
- > Credit for regular substitute part-time unrelated service. Regular substitute part-time unrelated service in the school district will be converted to full-time years. One-half of these years will be used for salary credit (number of part-time hours worked/by the number of hours in a full-time year/by one-half).

**Longevity Credit** (Clerical, Custodial, Mechanic, Transportation Assistant)

- A. Full-time and part-time salary schedules - The number of years credit for out-of-district service plus the number of years worked in the district equals step placement for longevity credit.
- B. Part-time to Full-time (excludes per diem work) - The number of years of part-time service converted to full-time years (using the rationale outlined in I and II) equals step placement for longevity credit.

**Service Credit - Prior service in regular permanent employment** - Credit for outside experience will be granted under the following conditions to clerical workers, custodial workers, mechanics, transportation assistant and cooks.

- A. Direct Experience - One (1) full year of credit shall be allowed for each of the first two (2) years of direct experience, and one-half (1/2) year of credit for each of the next four (4) years of direct experience. The maximum credit allowed shall be four (4) years.
- B. Related Experience - One-half (1/2) year of credit shall be allowed for each of the first two (2) years of related experience, and one-fourth (1/4) year of credit for each of the next four (4) years of related experience. The maximum credit allowed shall be two (2) years.
- C. Time Limitation - Credit shall not be allowed for either direct or related experience obtained more than six (6) years prior to appointment.
- D. Placement on Salary Schedule - In accordance with the above regulations, no new employee may be started on the salary schedule beyond the fifth step for direct experience, or beyond the third step for related experience, without special action by the Board of Education.

**Eligibility for Salary Increments:**

- A. Twelve-month employees - New employees starting in the school district after January 1 will not be eligible for the next step until one (1) year from the following July.
- B. Ten-month employees - New employees starting in the school district after February 1 will not be eligible for the next step until one (1) year from the following September.

**Probationary Period for New Personnel:**

All new non- instructional personnel shall serve a probationary period of six (6) months.