

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION  
BOARD ROOM - ADMINISTRATION BUILDING

**TUESDAY – OCTOBER 25, 2016**

AGENDA

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

1. Call to order by presiding officer
2. Pledge of Allegiance to the Flag

[6:00 P.M. - Meeting Convenes Followed by Student Presentation and/or Executive Session]

**School Board Recognition Week – October 24, 2016 – October 28, 2016**

**Presentations of Citations and Reception**  
**(Please see separate program)**

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

- |    |   |                   |                    |
|----|---|-------------------|--------------------|
| 3. | Approval of minutes of previous meeting(s): | Regular Meeting:  | September 28, 2016 |
|    |   | Special Meeting:  | October 11, 2016   |
|    |   | Workshop Meeting: | October 18, 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. **“Enrollment” Update**  
**Dr. Yiendhy Farrelly, Superintendent of Schools**
  
- B. **“Curriculum & State Assessment” Presentation**  
**Mr. Scott Payne, Executive Director for Curriculum & Instruction**

12. Business Agenda [**\*\*Consent Agenda Items**]

**A. BOARD OF EDUCATION**

- \*\* (R) Approval of the Junior High School Drama Club for the 2016-2017 School Year (Res. #BE-1)
- \*\* (R) Approval of the Junior High School Yearbook Club for the 2016-2017 School Year (Res. #BE-2)
- \*\* (R) Approval of Seneca Consulting Group as an Authorized Agent between the West Babylon School District and the IRS (Res. #BE-3)
- \*\* (R) Approval of Accessible Learning Technology Alternatives to provide Assistive Technology Services to the West Babylon School District during the 2016-2017 School Year (Res. #BE-4)
- \*\* (R) Approval of the Interpreter Services Agreement between Mill Neck Interpreter Services and the West Babylon School District for the 2016-2017 School Year (Res. #BE-5)
- \*\* (R) Approval of and Authorization for the Board of Education President and the Superintendent of Schools to Sign a Discipline-Stipulation with a CSEA Non-Instructional Employee (Res. #BE-6)
- \*\* (R) Authorization for the Board of Education President and the Superintendent of Schools to Sign an Employment Agreement with the Building Effectiveness Team Leader for the period October 1, 2016 through June 30, 2017 (Res. #BE-7)
- \*\* (R) Approval of the 2016-2017 Long Island School Practitioner Action Network (“LISPAN”) Membership Renewal Agreement (Res. #BE-8)
- \*\* (R) Adoption of the Board of Education Policy Manual for the 2016-2017 School Year (Res. #BE-9)

**B. PERSONNEL**

- \*\* (R) 16-P-7 Professional Personnel
- \*\* (R) 16-C-7 Civil Service Personnel (Res. #PE-1)

**C. FINANCE**

- \*\* (R) Acceptance of the Claims Auditor’s Reports and Recommendations for the Months of July, August and September, 2016 (Res. #FI-1)
- \*\* (R) Special Aid Applications (Res. #FI-2 through Res. #FI-5)
- \*\* (R) Approval of Treasurer’s Report for the Month of September, 2016 (Res. #FI-6)
- \*\* (R) Adoption of the 2017-2018 Budget Calendar (Res. #FI-7)

**D. CURRICULUM**

- \*\* (R) Declaration of Obsolete Junior High School Library Books (Res. #CU-1)

13. Policy Review:

- A. Board Review: Annual District Election and Budget Vote (Third Time Adoption) (File:1050)
- B. Board Review: Candidates and Campaigning (Second Time Discussion) (File:2120.1)
- C. Board Review: Staff Substance Abuse (Second Time Discussion) (File:9610)
- D. Board Review: Evaluation of the Superintendent (First Time Reading) (File:0320)

14. Board of Education Committee Reports
15. Old Business
16. New Business
17. Follow-Up to Residents' Statements
18. Statements of Residents re: other district items [15 minutes-limited to 3 minutes per speaker]\*
19. Adjournment [This should take place by 10:00 P.M.]

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

### Follow-Up to Residents' Unanswered Questions

Date	Residents' Questions	Responses
September 28, 2016	-----	-----
September 13, 2016	-----	-----
August 23, 2016	A Forest Avenue parent raised a question regarding the change to the walking procedures for students entering the back entrance of the school.	Dr. Farrelly looked into the matter. There will be no change to the walking procedures at Forest Avenue School.
August 2, 2016	-----	-----
July 5, 2016	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK

REGULAR MEETING  
BOARD OF EDUCATION

BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – OCTOBER 25, 2016

RESOLUTIONS

BOARD OF EDUCATION

\*\*#BE-1

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

Faculty Advisor:	Deborah Cascio Plezia
President:	Julie Cook
Treasurer:	James Rossomango

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\*\*#BE-2

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

Faculty Advisor:	Greg Hartranft
President:	Ella Henson
Treasurer:	Jolie Greco

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\*\*#BE-3

RESOLVED: that the West Babylon Board of Education approves Seneca Consulting Group, Inc., as its authorized agent to transmit specific information and/or Affordable Care Act (ACA) returns documents to the IRS on behalf of the District.

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\*\*#BE-4

RESOLVED: that the West Babylon Board of Education approves the assistive technology services agreement between Accessible Learning Technology Alternatives and the West Babylon School District, to provide services to the District, during the 2016-2017 school year.

\*\*\*BE-5

RESOLVED: that the West Babylon Board of Education approves the interpreter services agreement between Mill Neck Interpreter Services and the West Babylon School District, to provide services to the District, during the 2016-2017 school year.

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\*\*\*BE-6

RESOLVED: that the West Babylon Board of Education approves the Discipline-Stipulation Agreement, with a CSEA non-instructional employee, made known to the Board of Education in executive session, and identified in such Discipline-Stipulation Agreement, dated October 14, 2016.

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\*\*\*BE-7

RESOLVED: that the West Babylon Board of Education authorizes the Board President and the Superintendent of Schools to sign an Employment Agreement, with Ms. Janine Augustine, Building Effectiveness Team Leader, for the period October 1, 2016 through June 30, 2017.

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\*\*\*BE-8

RESOLVED: that the West Babylon Board of Education approves the 2016-2017 Long Island School Practitioner Action Network (“LISPAN”) Membership Renewal Agreement for the time period October 1, 2016 through September 30, 2017. LISPAN is a voluntary organization, of school-based mental health and other crisis team members, whose mission is to lend a helping hand to member school districts during the time of a building or regional school crisis.

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\*\*\*BE-9

RESOLVED: that the West Babylon Board of Education adopts its policy manual, in its entirety, with the understanding that revisions may be made throughout the year, as directed by the New York State School Boards Association (“NYSSBA”), the Board of Education and/or Administration, or as mandated by local, state and/or federal law.

**PERSONNEL**

\*\*#PE-1

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

<u>16-P-7</u>	Professional Personnel
<u>16-C-7</u>	Civil Service Personnel

**FINANCE**

\*\*\*FI-1

RESOLVED: that the West Babylon Board of Education accepts the claims auditor's reports and recommendations for the months of July, August and September, 2016.

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\*\*\*FI-2

RESOLVED: that the Executive Directors are authorized to file application under the Educational Consolidation and Improvement Act, Title I, Part A, in the approximate amount of \$373,445, for the 2016-2017 school year.

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\*\*\*FI-3

RESOLVED: that the Executive Directors are authorized to file application under the No Child Left Behind Act for Title II, Part A, Teacher and Principal Training and Recruiting Funds, in the approximate amount of \$117,621, for the 2016-2017 school year.

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\*\*\*FI-4

RESOLVED: that the Executive Directors are authorized to file application under the No Child Left Behind Act for Title III, Part A, LEP (Limited English Proficient), in the approximate amount of \$29,892, for the 2016-2017 school year.

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\*\*\*FI-5

RESOLVED: that the Executive Directors are authorized to file application under the No Child Left Behind Act for Title III, Part A, Immigrant Funds, in the approximate amount of \$30,722, for the 2016-2017 school year.

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\*\*\*FI-6

RESOLVED: that the West Babylon Board of Education adopts the 2017-2018 budget calendar.

## CURRICULUM

\*\*\*CU-1

RESOLVED: that the West Babylon Board of Education declares 47 books (list available upon request), located in the Junior High School library, obsolete. Per Dr. Alice Robinson, Librarian, the the books are damaged or are missing pages and content is no longer relevant or correct.

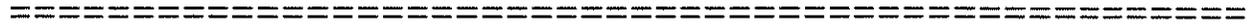
WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - OCTOBER 25, 2016

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**PERSONNEL**

(R) Schedules:      16-P-7      Professional Personnel  
                             16-C-7      Civil Service Personnel (\*\*#PE-1)



**PROFESSIONAL PERSONNEL SCHEDULE**

**I. Professional Personnel Schedule 16-P-7**

- A. Family Medical Leaves
- B. Leave of Absence Request
- C. Official Start Dates
- D. 2016-2017 Salary Correction/Adjustments
- E. 2016-2017 Club & Advisor
- F. 2016-2017 Nursing Coverage for Before/After School Programs
- G. 2016-2017 AEHS Appointments
- H. 2016-2017 Chairperson Stipend Adjustment
- I. S.A.T. Proctors
- J. 2016 Summer Work
- K. 2016-2017 Student Teachers/Observers/Interns
- L. 2016-2017 Per Diem Substitutes

**CIVIL SERVICE PERSONNEL SCHEDULE**

**II. Civil Service Personnel Schedule 16-C-7**

- A. Family Medical Leave
- B. Retirements
- C. Part-Time Position Established
- D. 2016-2017 Annual Appointment
- E. LOA Returnee
- F. Probationary Appointments
- G. Hourly Rate Increase for Guards
- H. Guard Appointment Change
- I. 2016-2017 Student Printer
- J. 2016-2017 Per Diem Substitute

SCHEDULE 16-P-7 Professional Personnel Schedule

Date of Meeting: October 25, 2016

Page 1 of 8 pages.

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL/ AREA</b>	<b>STEP/ SALARY</b>	<b>BEG/END APPT.</b>	<b>COMMENTS</b>
Clark, Julia	School Nurse Tchr.	SA		9/12/16 -	Family Medical Leave
Carnes, Marianne	Elementary Tchr.	SA		10/5/16 -	Family Medical Leave
Gilbert, Beth	English Tchr.	HS		10/5/16 -	Family Medical Leave
Mostransky, Elissa	Reading Tchr.	SB		11/17/16- end of first Sem. Second Semester, 2016-2017	Leave of Absence "
Taplin, Theresa	Mathematics Curriculum Specialist	JK/DW		9/30/16 9/30/20	[official start date] [expected date of tenure]
McKeon, Daniel	Principal	JH		10/17/16 10/17/20	[official start date] [expected date of tenure]
Napolitano, Cody	Foreign Language Tchr.	HS/JH		10/17/16 10/17/20	[official start date] [expected date of tenure]

SCHEDULE 16-P-7 Professional Personnel Schedule

Date of Meeting: October 25, 2016

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**Salary Adjustment Correction:**

Cody, Nora

Step A-8-1/  
\$66,313.

**RETROACTIVE TO:**

9/1/15

[from A-7-1]

**Salary Adjustments:**

**RETROACTIVE TO 9/1/16**

Name	FROM	Salary	TO	Salary
Cody, Nora	A8-1	\$66,313	A9-1	\$68,995
Craig, Nicole	A1-1	\$48,759	A8-1	\$66,313
DiFruscio, Joseph	A7-22	\$111,133	A8-22	\$115,645
Duncan, Justine	A9-2	\$71,677	A10-2	\$74,847
Francios, Saragine	A1-1 (.2)	\$48,759	A7-1 (.2)	\$63,631 (prorate @ 20%)
Forsythe, Erik	A3-2	\$56,073	A8-2	\$68,995
Frole, Katie	A6-1	\$61,071	A7-1	\$63,631
Hetherington, Adrienne	A8-6	\$79,723	A9-6	\$82,405
Jensen, Robin	A7-9	\$84,111	A8-9	\$87,769
Jones, Taylor	A3-1	\$53,635	A8-1	\$66,313
Klein, Brendan (.4)	A1-1	\$48,759	A6-1	\$61,071 (prorate @ 40%)
Koudelka, Tiffany	A5-1	\$58,511	A6-1	\$61,071
Loverso, MaryBeth	A8-22	\$115,645	A9-22	\$118,327
Lynch, Lisa	A5-1	\$58,511	A6-1	\$61,071
Mahler, Debora	A8-21	\$111,313	A9-21	\$113,995
Manzi, Christine	A7-13	\$94,351	A8-13	\$98,497
Matthews, Autumn	A3-1	\$53,635	A6-1	\$61,071
Mattson, Alexandra	A7-1	\$63,631	A8-1	\$66,313
McManus, Leila	A5-2	\$60,949	A7-2	\$66,191
McNeely, Kaitlyn	A6-2	\$63,631	A7-2	\$66,191
Muzio, Christine	A8-2	\$68,995	A9-2	\$71,677
Ofsharick, Shannon	A7-1	\$63,631	A8-1	\$66,313
Ryan, Diana	A7-1	\$63,631	A8-1	\$66,313

SCHEDULE 16-P-7 Professional Personnel Schedule

Date of Meeting: October 25, 2016

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**Salary Adjustments:**

**RETROACTIVE TO 9/1/16**

Smith, Kerry	A8-1 (.2)	\$66,313	A9-1 (.2)	\$68,995 (prorate @ 20%)
Suchoboky, Megan	A7-10	\$86,671	A8-10	\$90,451
Thomas, Stephanie	A9-22	\$118,327	Doct - 22	\$124,913
Tichy, Audrey	A8-13	\$98,497	A9-13	\$101,179
Weisbecker, Roberta	A1-1	\$48,759	A9-1	\$68,995
		\$2,025,014		\$2,124,865
<b>Total adjustments</b>			(\$99,851)	

SCHEDULE 16-P-7 Professional Personnel Schedule

Date of Meeting: October 25, 2016

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b>Club &amp; Advisor:</b>					
*Halvorsen, Angela	Drama Club Asst.	JH	\$1,161.	2016-2017	
<b>Nursing Coverage for Before/After School Programs:</b>					
Autera, Jennifer			\$95.54/hr.	2016-2017	
Daly, Adair			\$32.79/hr.		
Clark, Julia			\$75.38/hr.		
Senzamici, Donna			\$42.23/hr.		
LaMantia, Joanne			\$36.37/hr.		
Lentricchia, Janet			\$42.77/hr.		
Baron, Cara			\$29.68/hr.		
Weisbecker, Roberta			\$57.50/hr.		
<b>Alternative Evening High School:</b>					
Reid, Roy	Mathematics		\$34.85/hr.	2016 - 2017	
Swiatkowski, Elizabeth	Biology				
Hoppe, Lisa	Substitute				
<b>Chairperson Stipend Adjustment:</b>					
Coleman, Therese	Foreign Language 6-12		\$5,230.	2016 - 2017	[from \$4,721.]

\*Emergency Conditional Appointment

SCHEDULE 16-P-7 Professional Personnel Schedule

Date of Meeting: October 25, 2016

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b><u>S.A.T. Proctors:</u></b>			\$22.47/hr.	10/1/16	
Varrone, John					1.5 hrs.
Montalvo, Andrea					5 hrs.
Valensisi, Valerie					5 hrs.
Amaya, Idalia					6 hrs.
Borgo, Danielle					6 hrs.
Dombo, Stephen					6 hrs.
Heaton, Bryan					6 hrs.
Heaton, Elise					6 hrs.
Kohler, Amy					6 hrs.
McArdle, Patrick					6 hrs.
Meadows, Dana					6 hrs.
Neville, Patricia					6 hrs.
Ruiz, Lawrence					6 hrs.
Jones Desiderio, Roberta					6.5 hrs.
Tichy, Audrey					8 hrs.
Montalvo, Christina	Test Supervisor				9.5 hrs.
<b><u>Summer Work:</u></b>					
Lemmo, Jaime			\$72.51/hr.	7/20/16	1.5 hrs.
<b><u>Student Teachers/Observers/Interns:</u></b>			2016-2017		
Cavalone, Caroline	Elementary	JK		Fall	
Cummings, Robert	Guidance	HS		Fall, Spring	
DeMario, Danielle	Elem./SpEd.	SB		Fall	
Sarsano, Alissa	Mathematics	JH		Fall	
Tuzcu, Sibef	Elem./SpEd.	SA		Fall	
<b><u>Per Diem Substitute:</u></b>					
Chappas, Brittany		DW	\$110./day	2016 - 2017	[cert: Ch. Ed. 1-6]
<b><u>Per Diem Substitute:</u></b>					
Sessa, Lisa		DW	\$279.77/day	2016 - 2017	[speech 5+ consecutive days]

SCHEDULE 16-C-7 Civil Service Personnel Schedule

Date of Meeting: October 25, 2016

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Impagliazzo, Silvio	School Bus Monitor	Trans.		9/1/16 -	Family Medical Leave
McDonald, Robert	Custodial Worker I	TA		10/14/16	Resignation to Retire [eff. 10/15/16]
McCormack, Thomas	Custodial Worker I	JH		12/30/16	Resignation to Retire [eff. 12/31/16]
Nigro-Brustad, Josefina	Cook	HS		12/30/16	Resignation to Retire [eff. 12/31/16]

**The following part-time position is established effective 10/26/16:**

(1) Assistant District Clerk		Admin.	\$1,000.		
Burrows, Barbara	Asst. District Clerk	Admin.	\$1,000. (prorate)	10/26/16 - 12/31/16	
Burrows, Barbara	District Clerk	Admin.	\$13,995. (prorate)	1/1/17 - 6/30/17	
TBD	Asst. District Clerk	Admin.	\$1,000. (prorate)	1/1/17 - 6/30/17	

SCHEDULE 16-C-7 Civil Service Personnel Schedule

Date of Meeting: October 25, 2016

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
McDonald, Mildred	Paraprofessional (special ed. aide)	JK		10/24/16	Returned from LOA
Benson, Colleen	Paraprofessional (school monitor)	SA	Step 1/ \$13.78/hr.	10/26/16	Probationary Appt.
D'Amico, Nunzia	Paraprofessional (special ed. aide)	SA	Step 1/ \$13.78/hr.	10/26/16	Probationary Appt.
Klenofsky, Susan	Paraprofessional (special ed. aide)	FA	Step 1/ \$13.78/hr.	10/26/16	Probationary Appt.
*Levy, Ilene	Paraprofessional (special ed. aide)	FA	Step 1/ \$13.78/hr.	10/26/16	Probationary Appt.
*Mancuso, Renee	Paraprofessional (school monitor)	TA	Step 1/ \$13.78/hr.	10/26/16	Probationary Appt.
*Heitmuller, Judy	Paraprofessional (school monitor)	SB	Step 1/ \$13.78/hr.	10/26/16	Probationary Appt.
*Schulman, Kerry	Paraprofessional (special ed. aide)	HS	Step 1/ \$13.78/hr.	10/26/16	Probationary Appt.
Calise, Deena	Food Service Wrkr. 'B'	FA	Step 1/ \$11.84/hr.	10/26/16	Probationary Appt.

\*Emergency Conditional Appointment

SCHEDULE 16-C-7 Civil Service Personnel Schedule

Date of Meeting: October 25, 2016

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**The hourly rate for Guards has been increased to the following rates effective 10/26/16:**

**Elementary Substitutes and Elementary Guards: \$17./hr.**

**Secondary Substitutes, Secondary Guards and DW Guards: \$18./hr.**

<b><u>Guard:</u></b>		\$18./hr.	10/26/16 - 6/30/17	
Tannazzo, Peter	HS			[from substitute]
<b><u>Student Printer:</u></b>		\$9./hr.	2016 - 2017	
Conboy, Emily	HS			
<b><u>Per Diem Substitute:</u></b>				
Ahmad, Sahar	DW	\$9./hr.	2016 - 2017	Clerical/Paraprofessional

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - OCTOBER 25, 2016

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**POLICY**

- A.** Board Review-Annual District Election and Budget Vote (Third Time Adoption)  
(File:1050)
- B.** Board Review-Candidates and Campaigning (Second Time Discussion) (File:2120.1)
- C.** Board Review-Staff Substance Abuse (Second Time Discussion) (File:9610)
- D.** Board Review-Evaluation of the Superintendent (First Time Reading) (File:0320)

**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 due to a conflict with religious observance, the Board requests that the Commissioner approve changing the election date to the second Tuesday in May. The request is due to the Commissioner by March 1<sup>st</sup>. The school district shall be divided into two election districts with voting machines to be used in each district. The vote on the budget or any other proposition shall take place in accordance with law.

The School Attorney 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) as well as on the school district's website [www.wbschools.org](http://www.wbschools.org) 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)

Adoption date: 12/08/2009

Revised: 7/10/12

## CANDIDATES AND CAMPAIGNING

### Nomination

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

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

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

### Electioneering

Electioneering during the hours of any vote is prohibited within the polling place or within 100 feet of any such polling place. [Displays or handout items of any political nature, except those provided by law, shall be prohibited by any individual, group or organization in any school building on those days when the polls are open for voting on school district matters, including, but not limited to, the annual school budget, candidates for the Board of Education, special propositions, etc.] *Electioneering includes the display or distribution of any banner, poster, placard, button, or flyer, on behalf of or in opposition to any candidate or issue to be voted upon.*

### Campaign Expenditure Statements

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

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

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

Adoption date: 12/08/2009

**STAFF SUBSTANCE ABUSE**

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

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

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

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

**Employee Assistance Program**

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

**Alcohol and Controlled Substance Testing of Employees**

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

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

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

*Adopted:*

## Evaluation of the Superintendent

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

The purpose of the evaluation shall be to:

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

### Timeline for Evaluation of the Superintendent

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

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

Adopted 12/08/2009

Reviewed 9/10/13

Revised: 9/8/15