

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – FEBRUARY 12, 2013

AGENDA

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

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

[7:00 P.M. - Meeting Convenes Followed by Student
Presentation(s) and/or Executive Session]

[8:00 P.M. - Public Session Resumes Beginning with Item #3]

3. Approval of minutes of previous meeting(s):
Regular Meeting: January 22, 2013
Special Meeting: February 5, 2013
4. Statement of the Board and/or Superintendent
5. Statement of West Babylon Teachers' Association Representatives
6. Statement of School Administrators' Association Representatives
7. Statement of C.S.E.A. Representatives
8. Statement of Student Association Representatives
9. Statement of PTA Council Representatives
10. Statement of Residents re: agenda items [15 minutes-limited to 3 minutes per speaker]*
11. Report of the Superintendent and/or Educational Presentation
12. Business Agenda [****Consent Agenda Items**]

A. BOARD OF EDUCATION

- ** (R) Approval of Consultant, School Districts and Agency to provide Services to West Babylon School District Resident Students for the 2012-2013 School Year (Res. #BE-1 through Res. #BE-5)
- ** (R) Approval of Junior High School Tri-M Music Honor Society for the 2012-2013 School Year (Res. #BE-6)
- ** (R) Notice of Annual Meeting (Res. #BE-7)

B. PERSONNEL

- ** (R) 12-P-13 Professional Personnel
- ** (R) 12-C-13 Civil Service Personnel (Res. #PE-1)

Follow-Up to Residents' Unanswered Questions

Date	Residents' Questions	Responses
January 22, 2013	-----	-----
January 8, 2013	-----	-----
December 11, 2012	-----	-----
November 27, 2012	-----	-----
November 13, 2012	-----	-----
October 30, 2012	Meeting cancelled due to Super Storm Sandy	Meeting cancelled due to Super Storm Sandy
October 11, 2012	-----	-----
September 24, 2012	Why are certain athletic teams having to wait to be taken home instead of the district providing a second bus to return the students to school?	Mr. Cacciola reviewed the request, to bring the first team home, with the Superintendent's Management Team. The district can make the accommodation for districts within close proximity to West Babylon as determined by Mr. Bianco.
September 11, 2012	<p>Re: Boys Varsity Soccer Team</p> <p>1. The Varsity team did not have game balls.</p> <p>2. The Varsity team does not have use of a field for Friday's game (9/14/12).</p>	<p>Per Mr. Anthony Spinelli, Director of Health, Physical Education & Athletics:</p> <p>1. An order is being placed on 9/12/12 for four game balls. These are scheduled to arrive ASAP. Game balls will be available for Friday's game (9/14/12).</p> <p>2a. As part of our long range field renovation program to improve the quality of the fields, our children play on, fields need to be closed for reconditioning purposes and to allow the turf to develop. We have worked out a tentative multi-year approach which impacts different teams at different times and will eventually allow all teams the fortitude to play on a good field.</p> <p>2b. In response to the closing of one field at the high school, we have set up a practice field at Tooker Avenue School and carefully arranged all games for the high school boys and girls program to avoid conflicts. In the event of inclement weather forcing us to play on the next available day, we are prepared to utilize the field inside the track, located at the Junior High School, as a back up.</p> <p>2c. Games will be played at either the High School or the turf field at Our Lady of Grace.</p> <p>2d. Specifically, this Friday's game (9/14/12) will be played at the High School.</p> <p style="text-align: right;">Continued</p>

Follow-Up to Residents' Unanswered Questions

Date	Residents' Questions	Responses
September 11, 2012	<p>Re: Boys Varsity Soccer Team</p> <p>3. The team does not have uniforms.</p>	<p>Per Mr. Anthony Spinelli, Director of Health, Physical Education & Athletics:</p> <p>3a. It was recently brought to my attention that there are not a sufficient number of varsity uniforms. I am in the process of investigating.</p> <p>3b. Until the uniform issue is resolved, the team will be wearing West Babylon blue uniforms for Friday's game (9/14/12).</p>
August 28, 2012	-----	-----
August 14, 2012	-----	-----
July 26, 2012	-----	-----
July 10, 2012	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT
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REGULAR MEETING

BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – FEBRUARY 12, 2013

RESOLUTIONS

BOARD OF EDUCATION

***BE-1

RESOLVED: that the West Babylon Board of Education approves the following consultant to provide Assistive Technology services to West Babylon School District resident students during the 2012-2013 school year:

National Center for Disability Services d/b/a Kornreich Technology Center

***BE-2

RESOLVED: that the West Babylon Board of Education approves the following school districts to provide health and special education services to West Babylon School District resident students during the 2012-2013 school year:

Deer Park Union Free School District
West Islip Union Free School District
Bay Shore Union Free School District

***BE-3

RESOLVED: that the West Babylon Board of Education approves the following school district to provide health and welfare services to West Babylon School District resident students during the 2012-2013 school year:

Babylon Union Free School District

***BE-4

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 2012-2013 school year:

Massapequa Union Free School District

****#BE-5**

RESOLVED: that the West Babylon Board of Education approves the following agency to provide sign language interpretation services to West Babylon School District resident students during the 2012-2013 school year:

Mill Neck Family of Organizations

****#BE-6**

RESOLVED: that the Junior High School Tri-M Music Honor Society is approved for the 2012-2013 school year:

Junior High School	Advisor	Student President	Student Treasurer
Tri-M Music Honor Society	William Doran	Tom Iliou	Noela Franco

****#BE-7**

RESOLVED: that the annual school election of the West Babylon Union Free School District, Town of Babylon, Suffolk County, New York, shall be held on Tuesday, May 21, 2013, from 7:00 A.M. to 9:00 P.M. in the two designated election districts in said school district for the purposes set forth in the Notice of Annual Meeting.

RESOLVED: that the Notice of Annual Meeting be published four times during the seven weeks preceding and beginning 45 days prior to the meeting in the *Babylon Beacon* and *South Bay Newspaper*, two newspapers having general circulation in the district.

RESOLVED: that Diane Thiel is designated as permanent chairperson of election in accordance with Section 2026 of the Education Law.

PERSONNEL

**#PE-1

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

12-P-13

Professional Personnel

12-C-13

Civil Service Personnel

FINANCE

****#FI-1**

RESOLVED: that the West Babylon Board of Education approves the corrective action plan (CAP) in response to the findings contained in the Risk Assessment Update Report for the period ending May 13, 2012. The Executive Director for Finance and Operations will file a copy of the CAP with the State Education Department pursuant to NYCRR Section 170.12(e)(4).

****#FI-2**

RESOLVED: that the West Babylon Board of Education approves the corrective action plan (CAP) in response to the external auditor's memorandum on accounting procedures and internal controls for the fiscal year ending June 30, 2012. The Executive Director for Finance and Operations will file a copy of the CAP with the State Education Department and the Office of the State Comptroller pursuant to NYCRR Section 170.12(e)(4).

****#FI-3**

RESOLVED: that the West Babylon Board of Education approves the corrective action plan (CAP) in response to the findings and recommendations made in the Internal Audit Report on Capital Projects which was presented to the Board of Education on September 11, 2012. The Executive Director for Finance and Operations will file a copy of the CAP with the State Education Department pursuant to NYCRR Section 170.12(e)(4).

****#FI-4**

RESOLVED: that the West Babylon Board of Education approves Change Order #1 in the deduct amount of (\$10,000) for the masonry reconstruction contract at Forest Avenue Elementary School (SED Project #0003-019) with Pella General Construction Corporation. The new contract sum including this change will be \$140,000.

****#FI-5**

RESOLVED: that the West Babylon Board of Education gratefully accepts the following donations:

1. \$86.13 from the Aetna Foundation
2. \$700.00 from the Target "Field Trip Grants Program"

These donations will be deposited into the Senior High School's Trust and Agency account.

CURRICULUM

****#CU-1**

RESOLVED: that the West Babylon Board of Education gratefully accepts the following donations from Mr. and Mrs. Charles Volpe, West Babylon residents:

1. Historical Maps
2. Ancient History Posters
3. Books covering American, World and Ancient History
4. Artifacts from around the world – Europe, Asia, Africa, etc.

These items are being donated to the Junior High School Social Studies Department.

FACILITIES

****#FA-1**

RESOLVED: that the West Babylon Board of Education declares the following equipment, located in the Special Education Office, obsolete:

Phonak MicroEar FM BTE	Serial # 06CC23463
Phonak Campus SX	Serial # 0638C11JR
Phonak MicroLink MLxS	Serial # 03CC07907
Phonak MicroEar FM BTE	Serial # 073C29240
Phonak Campus S	Serial # 05CC15007
Phonak Campus S	Serial # 043C13923
Phonak MicroEar FM BTE	Serial # 011C33568
Phonak Campus S	Serial # 053C23712
Phonak Campus S	Serial # 053C23712
Phonak Campus S	Serial # 03CC12651
Phonak MicroEar FM BTE	Serial # 036C19566
AVR Sonovation LogiCom	Serial # 0101320
AVR Sonovation LogiCom TX20	Serial #21X097
Dynavox "Dynamo"	Serial # DY902683
Phonak I Link	Serial # 077H15931
Phonak I Link	Serial # 077H15930
Phonak Easy Link	Serial # 083N12LUA
VictorReader Wave purchased from Recording for the Blind	Serial # D207180901845
VictorReader Wave purchased from Recording for the Blind	Serial # D207140800427
Victor Reader Wave purchased from Recording for the Blind	Serial # D207180901846
VictorReader Wave purchased from Recording for the Blind	Serial # D207180901780

The equipment is outdated and no longer functioning.

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - FEBRUARY 12, 2013

PERSONNEL

(R) Schedules: 12-P-13 Professional Personnel
 12-C-13 Civil Service Personnel

PROFESSIONAL PERSONNEL SCHEDULE

I. Professional Personnel Schedule 12-P-13

- A. Family Medical Leaves
- B. Salary Adjustment
- C. S.A.T Proctors
- D. 2012-2013 Elementary Club & Advisor
- E. Spring, 2013 Coaching
- F. Spring, 2013 Student Teachers/Observers/Intern
- G. 2012-2013 Per Diem Substitutes

CIVIL SERVICE SCHEDULE

II. Civil Service Schedule 12-C-13

- A. Family Medical Leaves
- B. Leave of Absence Returnees
- C. Probationary Appointments
- D. 2012-2013 Per Diem Substitutes

SCHEDULE 12-P-13 Professional Personnel Schedule

Date of Meeting: February 12, 2013

Page 1 of 4 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Germano, Charles	Principal	TA		1/9/13 -	Family Medical Leave
Briody, Donna	English Tchr.	HS		1/10/13 -	Family Medical Leave
Rayola, Michael	Physical Ed. Tchr.	FA		2/1/13 -	Family Medical Leave
Crapo, Kristin	Regular Substitute/ Music Tchr.	FA/SB	Step A-3-1/ \$52,840. (prorate)	1/28/13 - 6/30/13	Salary Adjustment
<u>S.A.T. Proctors:</u>			\$22.13/hr.	1/26/13	
Powers, Brian					5 hrs.
Simone, Linda					5 hrs.
Amaya-Velasquez, Idalia					6 hrs.
Borgo, Danielle					6 hrs.
Carson, Jeffrey					6 hrs.
Heaton, Bryan					6 hrs.
Heaton, Elise					6 hrs.
Jaquinto, Christine					6 hrs.
Kohler, Amy					6 hrs.
McArdle, Patrick					6 hrs.
Mucaria, Donna					6 hrs.
Powers, Daniel					6 hrs.
Ruiz, Lawrence					6 hrs.
Montalvo, Andrea					9 hrs.
Montalvo, Christina	Test Supervisor				9 hrs.

SCHEDULE 12-P-13 Professional Personnel Schedule

Date of Meeting: February 12, 2013

Page 2 of 4 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<u>Elementary Club & Advisor:</u>					
Grace-Nizich, Cara	Technology Advisor	JK	\$1,454.	2012-2013	[repl. M. Shay]
<u>Coach:</u>					
Aiello, Timothy	Varsity Assistant	Lacrosse(G)	\$5,112.	Spring, 2013	
<u>Student Teachers/Observers:</u>					
Chan, Liny	Mathematics	HS		Spring, 2013	
Columbia, Alexandria	Elementary	SB			
D'Errica, Michelle	Art	JK/JH			
Huang, Daniel	Mathematics	HS			
Kuffo, Nicole	Elementary	TA			
Lee, Dawn	Music	HS			
Peterson, Heather	Elementary	SB			
Pozankowski, Jessica	Elementary	SB			
Polis, Eleni	Elementary	SB			
Rapisardi, Nina	English	JH			
Sosa, Allana	Music	HS			
Wayne, Jennifer	Elementary	SB			
<u>Guidance Intern:</u>					
Zabary, Jordan		HS		Spring, 2013	
<u>Per Diem Substitutes:</u>					
McCaslin, Craig		DW	\$90./day	2012-2013	Certification
Witkowski, Brooke					[technology education] [physical education]

SCHEDULE 12-C-13 Civil Service Personnel Schedule

Date of Meeting: February 12, 2013

Page 3 of 4 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Jones, Alex	Custodial Wrkr. I	TA		8/23/12 -	Family Medical Leave
Vitkun, Jeffery	Head Custodian	FA		1/14/13 -	Family Medical Leave
Bianco, Maureen	Paraprofessional [special ed. aide]	JH		1/28/13	Returned from LOA
Loverde, John	School Bus Driver	Trans.		2/4/13	Returned from LOA
Caruso, Lawrence	School Bus Driver	Trans.	Step 1/ \$19.53/hr	2/13/13	Probationary Appt.

SCHEDULE 12-C-13 Civil Service Personnel Schedule

Date of Meeting: February 12, 2013

Page 4 of 4 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Stahелеk, Tami	Paraprofessional (special ed. aide)	JK	Step 1/ \$13.37/hr.	2/13/13	Probationary Appt.
Germano, Lisa	Paraprofessional (special ed. aide)	JK	Step 1/ \$13.37/hr.	2/13/13	Probationary Appt.
<u>Per Diem Substitutes:</u>		DW	\$9./hr.	2012-2013	
LoMonaca-Bonventre, Maria					Paraprofessional
Cross, Jayne					Clerical/Paraprofessional
*Desrosiers, Georgiana					"
*Matheis, Elyse					"

*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - FEBRUARY 12, 2013

POLICY

- A. Board Review-Prohibited Student Conduct (Third Time Adoption) (File:5300.30)
- B. Board Review-Public Conduct on School Property (Third Time Adoption) (File:5300.70)
- C. Board Review-Purchasing (Third Time Adoption) (File:6700)
- D. Board Review-Capital Project Change Orders (Third Time Adoption) (File:7335)
- E. Board Review-Use of Credit Cards (Third Time Adoption) (File:8334)
- F. Board Review-Public Use of School Facilities (First Time Reading) (File:1500)
- G. Board Review-Public Use of School Facilities Regulation (Revision) (File:1500-R)
- H. Board Review-Public Use of School Facilities Exhibit (Revision) (File:1500-E)
- I. Board Review-Student Health Services (First Time Reading) (File:5420)
- J. Board Review-Student Health Services Regulation (Revision) (File:5420-R)

Prohibited Student Conduct

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on educating students so that they may grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:
1. Running in hallways.
 2. Making unreasonable noise.
 3. Using language or gestures that are profane, lewd, vulgar or abusive.
 4. Obstructing vehicular or pedestrian traffic.
 5. Engaging in any willful act which disrupts the normal operation of the school community.
 6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
 7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:
1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 2. Lateness for, missing or leaving school without permission.
 3. Skipping detention.
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:
1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
 2. Inappropriate public sexual contact.
 3. Display or use of personal electronic devices, such as, but not limited to, cell phones, I-pods,

digital cameras, in a manner that is in violation of district policy.

D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.

E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others. Examples of such conduct include, but are not limited to:

1. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
2. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.
5. Harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning. Harassment is also the creation of a hostile environment. (See policy, 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition.)
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Bullying, which may be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. (See policy 0115 for a more complete definition.)
8. Hazing, which includes an induction, initiation or membership process involving harassment (see policy 0115 for a more complete definition).
9. Selling, using, distributing or possessing obscene material.
10. Using vulgar or abusive language, cursing or swearing.
11. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
12. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not,

commonly referred to as “designer drugs” which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.

13. Inappropriately using or sharing prescription and over-the-counter drugs.
 14. Gambling.
 15. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
 16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.
- G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:
1. Plagiarism.
 2. Cheating.
 3. Copying.
 4. Altering records.
 5. Assisting another student in any of the above actions.
- H. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or at a school function. Examples of such misconduct include, but are not limited to:
1. Cyberbullying (i.e., inflicting willful and repeated harm through the use of electronic text).
 2. Threatening or harassing students or school personnel over the phone or other electronic medium.

Adoption date:

Public Conduct on School Property

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, creed, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, offer, manufacture, distribute or exchange alcoholic beverages, controlled or illegal substances or any synthetic versions (whether or not specifically illegal or labeled for human consumption), or be under the influence of either on school property or at a school function
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. **Visitors.** Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. **Students.** They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. **Tenured faculty members.** They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law § 3020-a or any other legal rights that they may have.
4. **Staff members in the classified service of the civil service entitled to the protection of Civil Service Law § 75.** They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law § 75 or any other legal rights that they may have.
5. **Staff members other than those described in subdivisions 3 and 4.** They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. Enforcement

The Principal or his/her designee shall be responsible for enforcing the conduct required by this code.

When the Principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the Principal or designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal or designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the Principal or designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

Adoption date:

PURCHASING

6700

The Board of Education views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing will be centralized in the business office under the general supervision of the Purchasing Agent designated by the Board.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law. The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Purchases of the same commodity cannot be artificially divided for the purpose of avoiding the threshold. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

The district's purchasing activity will strive to meet the following objectives:

1. to effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in conformance with state law and regulation and in cooperation with the requisitioning authority. The educational and physical welfare of the students is the foremost consideration in making any purchase;
3. to ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the district;
4. to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
5. to ensure, through the use of proper internal controls, that loss and/or diversion of district property is prevented.

Opportunities shall be provided to all responsible suppliers to do business with the school district. Suppliers whose place of business is situated within the district may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality and other factors. Purchases will be made through available cooperative BOCES bids, state contracts of the Office of General Services or county contracts whenever such purchases are in the best interests of the district. In addition, the district will make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

In accordance with law, the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term "alternative format" shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the district (or program of a BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

The Board is also aware of the need to reduce exposure of students and staff to potentially harmful chemicals and substances used in cleaning and maintenance. In accordance with law, regulation and guidelines set forth by the Office of General Services (OGS), the district will purchase and utilize environmentally sensitive cleaning and maintenance products in its facilities whenever feasible. Cleansers purchased must, first and foremost, be effective so that the district may continue to purchase non-green products as necessary. Environmentally sensitive cleaning and maintenance products will be procured in accordance with standard purchasing procedures as outlined in this policy and regulation.

In order to ensure that the district avails itself of advantageous purchasing opportunities, the Board authorizes the Purchasing Agent to represent the district in applying for federal programs designed to discount prices for goods and services. Specifically, the Purchasing Agent will abide by the rules and regulations associated with applying for telecommunications service discounts through the Universal Service Fund (E-Rate), in addition to complying with the local purchasing policies set forth by the Board. As with all purchasing activity, appropriate documentation of the application and purchase through any federal program will be maintained by the business office.

Competitive Bidding

Purchase contracts and public works contracts subject to competitive bidding will be awarded to the lowest responsible bidder, however, the Board authorizes that purchase contracts may be awarded on the basis of best value, as defined in State Finance Law §163.

The district shall comply with the requirements of General Municipal Law §103-g, which prohibits, with few exceptions, competitive bidding contracts with entities that invest significantly in the Iranian energy sector, as outlined in the accompanying regulation.

Competitive bidding, even if the dollar value of the purchase meets the threshold established above, is not required in the following circumstances:

1. emergencies where time is a crucial factor;
2. procurements for which there is no possibility of competition (sole source items); or
3. professional services that require special skill or training (see policy 6741 for guidance on purchasing professional services).

Purchasing when Competitive Bidding Not Required

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, except *as permitted by state law* for procurements:

1. under a county contract;
2. under a state contract;
3. under a federal contract;
4. under a contract of another political subdivision;
5. of articles manufactured in state correctional institutions; or
6. from agencies for the blind and severely disabled.

The district will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law.

Exception to Competitive Bidding

Piggybacking (expires 8/1/2017 unless extended by legislation):

The district may purchase apparatus, materials, equipment and supplies, and contract for services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state or any political subdivision or district therein, provided the contract was let in a manner that constitutes competitive bidding "consistent with state law, and is made available for use by other governmental entities.

Three Prerequisites:

1. The contract must have been let by the United States or any agency thereof, any state or any other political subdivision or district therein. This includes NYS political subdivisions.
2. The contract must have been made available for use by other governmental entities.
3. The contract must have been let in a manner that constitutes competitive bidding consistent with state law". (GML §103 and related case law).

Determining "Consistency with State Law"

- a. Bids must be publicly solicited.
- b. Bids must be submitted as sealed bids or secured bids.
- c. Bid specifications must provide a common standard for bidders to compete fairly.
- d. Bid Award must be to the lowest bidder who materially and substantially meets the bid specifications and is determined to be a responsible bidder.

Cost Savings Justification:

The district shall perform a cost-benefit analysis before utilizing this exception. The analysis should be used to demonstrate whether "piggybacking" is cost effective and should consider all pertinent cost factors, including any potential savings on the administrative expense that would be incurred if the district initiated its own competitive bidding process.

Documentation:

The district shall maintain copies of the contract, analysis of the contract to ensure it meets the three prerequisites stated herein, and cost savings analysis including consideration of other procurement methods.

General Purchasing Provisions

The Superintendent of Schools, with the assistance of the Purchasing Agent, shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the district. Such procedures shall comply with all applicable laws and regulations of the state and the Commissioner of Education.

No Board member, officer or employee of the school district shall have an interest in any contract entered into by the Board or the district, as provided in Article 18 of the General Municipal Law.

Comments will be solicited from those administrators involved in the procurement process before enactment of the district's policies regarding purchasing and from time to time thereafter. The policies must then be adopted by Board resolution. All district policies regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the district's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the district or any officer or employee of the district.

Cross-ref: 6710, Purchasing Authority
6741, Contracting for Professional Services

Ref: Comprehensive Iran Sanctions, Accountability, and Divestment Act of 2010 (Public Law 111-195)
Education Law §§305(14); 409-i; 1604(29-a); 1709(4-a) (9) (14) (22); 2503(7-a); 2554(7-a)
General Municipal Law §§102; 103; 103-g; 104; 104-b; 109-a; 800 et seq.
State Finance Law §§97-g (3), (4), (5); 163; 163-b; 165-a
County Law §408-a (2)

Adoption date:

DRAFT

Third Time Adoption 02/22/13

CAPITAL PROJECT CHANGE ORDERS

7335

The Board of Education wants to facilitate the timeliness of work associated with the capital construction projects authorized by the district's voters. As such, the Board recognizes the occasional need to approve changes in construction plans (change orders) as the work unfolds.

The Board authorizes the Superintendent of Schools and, in his/her absence, the Executive Director for Finance and Operations, to approve increases and decreases in the planned capital facilities project work (change orders) in an amount not to exceed \$50,000 per change. The Superintendent will present the change order to the Board as an information item at its next scheduled meeting. It is understood that change orders will be authorized by the administration only when necessary to maintain progress of the work and will not substantively change the scope of project plans.

Change orders which exceed \$50,000 will require prior Board approval.

Adoption date:

USE OF CREDIT CARDS

The Board of Education permits the issuance of a district credit card to the District Clerk to pay for actual and necessary expenses incurred in the performance of work-related duties for the district. The credit card will be in the name of the District Clerk and the school district.

The Board shall ensure that the district preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper district charge, or supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, the Board will ensure that no claim shall be paid unless an itemized voucher approved by the officer whose action gave rise or origin to the claim, shall have been presented to the Board and shall have been audited and allowed.

Credit cards may only be used for legitimate school district business expenditures. The use of credit cards is not intended to circumvent the district's policy on purchasing. The District Clerk must have a typed purchase order from the requestor, prior to using the credit card.

The User must take proper care of the credit card and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit card or failure to report damage, loss or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

The User must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used.

The Executive Director for Finance and Operations shall establish regulations governing the issuance and use of the credit card. The cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying regulations shall be given to each cardholder.

The Executive Director for Finance and Operations shall periodically, but no less than twice a year, monitor the use of the credit card and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Cross-ref: 6700, Purchasing

6830, Expense Reimbursement

Ref: Education Law §§1724(1); 2524(1) (itemized, audited, and approved vouchers required)
Opns. St. Compt. No. 79-202 (use of multi-purpose credit cards by municipal employees)
Opns. St. Compt. No. 79-494, Opns. St. Compt. No. 78-897 (gas credit cards)

Adoption date: December 13, 2011

DRAFT

1500

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.* [All like organizations] *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.

11. 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.

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.

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

Replaces in whole or in part former KG, KGA, KGB

Adopted: 12/08/2009

PUBLIC USE OF SCHOOL FACILITIES REGULATION

These regulations have been established in conformance with the regulation stated in Section 414 of the Education Law of the State of New York.

1. All organizations that request the use of the West's Babylon's facilities must provide a certificate of insurance naming the West Babylon Union Free School District as additional insured under the organization's general public liability insurance policy. The limit of liability must be no less than \$1,000,000 combined single limit for bodily injury and property damage and must specify save and hold harmless to the school district. The Board of Education reserves the right to waive and to add to this requirement on a case-by-case basis.
2. An application for use of the school premises [(other than gymnasiums and fields)] may be secured from the office of the Plant Facilities Administrator. *Said application must be completed and returned at least one week prior to the requested date of use.* [An application for gymnasium or fields may be secured from office of the Director of Physical Education, Health and Athletics. Said application must be completed and returned at least one week prior to the requested date of use.]

Applications for gymnasiums and fields are to be submitted in accordance with the following schedule:

<i>Season/Dates</i>	<i>Applicant's Submission Period</i>
<i>April 1 – June 30</i>	<i>January 1 – January 31</i>
<i>July 1 – August 31</i>	<i>April 1 – April 30</i>
<i>September 1 – November 30</i>	<i>June 1 – June 30</i>
<i>December 1 – March 31</i>	<i>September 1 – September 30</i>

3. If approval is granted, a permit will be presented to the applicant. On day of use, applicants must present permits for review upon request of school officials (e.g. custodians, security, school administrators).
4. The applications shall not be transferable.
5. The applicant will not be admitted to the premises prior to the time stipulated on the application and must vacate the premises by [10:00] 9:30 p.m. Any deviation from this rule must be approved by the Plant Facilities Administrator. The Board of Education reserves the right to attach an appropriate fee for additional time granted. The custodian on duty has the authority of the Board of Education to request persons on the premises at [10:00] 9:30 p.m. to leave so that he/she may clear the area and close the school building.
6. Only those facilities and items of equipment that were requested and approved may be used by the applicant.
7. The approved application is valid only for use on the date or dates, at the hours, and for the purpose specified in the application.
8. The approved application must be exhibited upon request to any representative of the Board of Education.
9. The Board of Education reserves the right to impose a charge for the use of the premises according to the services rendered.
10. There shall be no smoking on school property.
11. The Board of Education reserves the privilege of requiring its custodians and/or security officers to be on duty during such use.
12. No application is valid unless signed by the Plant Facilities Administrator.
13. There shall be no gambling or use of intoxicating beverages at any time on the school premises. Such misapplication of school premises will automatically void any previous authorization given.
14. If refreshments are being served, such facts must be stated in the application, and the Plant Facilities Administrator reserves the right of designating the area where they may be served. Absolutely no food or drinks are allowed in the auditorium *and gymnasiums* at any time.
15. Applicants are responsible for breakage or damage to school property and shall reimburse the school district for said damages or breakage.

16. Applicants are responsible for maintaining adequate discipline for supervision of all event participants. Applicants should be particularly attentive to the appropriate supervision of children.
17. Only in extreme emergencies will verbal permission be given by a Plant Facilities Administrator for use of the buildings or grounds. A written notice, then, must be given to the custodian on duty in the areas concerned and a written form filled out at once for file purposes.
18. The school principal has the prior rights to the use of the school buildings and grounds and the Board of Education reserves the right to cancel any previously approved application for the use of premises if any unscheduled school activity arises which needs the use of the area.
19. The Board of Education reserves the right to cancel any approved application at any time for any reason that it may deem sufficient.
20. The Board of Education reserves the right to make changes and/or additions to these regulations at any time.
21. The policy of the Board of Education is that all meeting dates that fall during vacation periods are automatically canceled. However, upon the approval of the Plant Facilities Administrator, permission may be granted for vacation use if the groups using the buildings pay the district the appropriate rate deemed necessary in regard to the custodial staff.
22. The district sound and/or light systems cannot be altered in any way.
23. On the high school field, which abuts private residences, use shall be restricted as follows:

Sundays:	Not available for use
Saturdays:	8:00 a.m. to dusk

24. Whenever it becomes necessary to schedule a large number of people to use these fields, organizations wishing to do so may pay a fee for a custodian to open and monitor a building's bathroom.
25. When filing an application for use of a field, an organization containing a large number of participants will be required to submit a daily fields' usage schedule which will be forwarded to the security guards slated to be on duty.
26. 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.
27. All facility use fees (including all additional fees beyond the base use fee) must be paid in-full at least ten business days in advance of the date of facility use.
28. [Applications for gymnasiums and fields are to be submitted in accordance with the following schedule:

<u>Season/Dates</u>	<u>Applicants Submission Period</u>
SPRING April 1 – June 30	January 1 – January 31
<u>Season/Dates</u> SUMMER July 1 – August 31	<u>Applicants Submission Period</u> April 1 – April 31
FALL September 1 – November 30	June 1 – June 30
WINTER December 1 – March 31	September 1 – September 30]

Adoption date: 12/08/2009

DEPT

PUBLIC USE OF SCHOOL FACILITIES EXHIBIT - FEE SCHEDULE

All groups will pay, in addition to the charges listed below, any custodial, cafeteria, and security wages and benefits deemed necessary by the [Assistant Superintendent] *Executive Director* for Finance & Operations. Unless otherwise noted, an "event" is defined as [three hours of access to the facility (inclusive of set-up and breakdown) and a "day" is defined as] *up to* eight hours of access to the facility (inclusive of set-up and breakdown).

[The Board of Education shall have the right to require a clean up bond based on the activities to be conducted on the school district premises, which sum will be applied to any charges necessitated by the activity for cleaning of the facility as a result of the activity.

I. West Babylon Groups (90% membership – West Babylon Residents and/or Employees)

Permit to be issued pending membership verification.

1. For Profit Organizations as may be permitted or required by law

Classroom	\$220 per event
K-8 Auditorium	\$540 per event
Gymnasium	\$540 per event
Cafeteria (excluding use of kitchen facilities)	\$325 per event
Fields (+\$120 for lights, if needed)	\$430 per event
Locker Room	\$325 per event
Parking Lot	\$325 per event

2. Not for Profit Organization where no entrance fee is charged

a. Voter approved budget – no charges

b. Contingency budget – PTA excluded from charges if part of business meetings.

Gymnasiums \$150 minimum for 3 hours or any part thereof. \$50/hr. after 3 hours or any part thereof.

Classrooms \$60 + \$ 5/hr for electricity. After 3 hours, \$20/hours

K-8 Auditorium \$150 for 3 hours or any part thereof. \$50/hr. after 3 hours or any part thereof

Cafeteria (No kitchen) \$90 for 3 hours and \$10/hr. for electricity. \$30/hr. after 3 hours or part thereof. If kitchen is needed, cafeteria worker's salary and fringe benefits must be paid plus \$15 for 3 hours.

Fields \$90 per event or \$1000 per season. If football field lighting is needed, then \$20/hr. additional.

Locker Room \$90 for 3 hours or any part thereof. \$30/hr. after 3 hours or any part thereof.

Bathrooms \$50 for 3 hours or any part thereof. \$15/hr. After 3 hours or any part thereof.

3. Not for Profit Organization where an entrance fee is charged

Classroom	\$100 per event
K-8 Auditorium	\$240 per event
Gymnasium	\$240 per event

3 Not for Profit Organization where an entrance fee is charged (cont'd)

High School Courtyard	\$250 per event
Parking lot	\$150 per event
Fields (days 1 through 3)	\$190 per day
(days 4 through 5)	\$ 95 per day
Saturday <u>or</u> Sunday (if used during week)	\$120 per day
Saturday <u>and</u> Sunday (if used during week)	\$150 per day
Saturday <u>only</u>	\$190 per day
Sunday <u>only</u>	\$190 per day
Lights	\$ 50 per day
Locker Room	\$140 per event
Cafeteria	\$140 per event

The annual per building fee for the School Afternoon Fun and Education (S.A.F.E.) Program not-for-profit child care of district students is \$4,200.

II. Non-West Babylon Organizations (less than 90% West Babylon Residents and/or Employees)

1. For Profit Organizations

Classroom	\$240 per event
K-8 Auditorium	\$600 per event
Gymnasium	\$600 per event
High School Courtyard	\$250 per event
Cafeteria (excluding use of kitchen facilities)	\$360 per event
Fields (+ \$100 for lights, if needed)	\$480 per event
Locker Room	\$360 per event
Parking Lot	\$360 per event

2. Not for Profit Organizations

Classroom	\$180 per event
K-8 Auditorium (up to 100 people)	\$250 per event
K-8 Auditorium (more than 100 people attending or fee charged)	\$450 per event
Gymnasium (up to 100 people)	\$250 per event
Gymnasium (more than 100 people attending or fee charged)	\$450 per event
High School Courtyard	\$250 per event
Parking Lot	\$270 per event
Fields (days 1 through 3)	\$270 per day
(days 4 through 5)	\$135 per day
Fields	\$450 per event
Fields/ K-8 Auditorium/Gymnasium (Additional time)	
▪ (up to 100 people)	\$ 80/hour
▪ (more than 100 people)	\$150/hour
Saturday <u>or</u> Sunday (if used during week)	\$200 per day
Saturday <u>and</u> Sunday (if used during week)	\$300 per day
Saturday <u>only</u>	\$270 per day
Sunday <u>only</u>	\$270 per day
Lights	\$ 50 per day
Locker Room	\$270 per event
Cafeteria	\$270 per event
Bathrooms \$75 for 3 hours or any part thereof.	
\$25/hr. after 3 hours or any part thereof.]	

Organizations declaring Not for Profit Status must submit proof (NYS Department of State Form DOS-1025).

All fees are per day – A day is up to 8 hours.

		Voter Approved Budget, no charge for:					
For Profit Group		Not For Profit Group 51% W B		Not For Profit Group less than 51% WB		Contingent or No Approved Budget	WB 51%
Class Room	\$230	Class Room	\$0	Class Room	\$180	Class Room	\$115
K-8 Auditorium	\$560	K-8 Auditorium	\$0	K-8 Auditorium	\$420	K-8 Auditorium	\$280
Gymnasium	\$580	Gymnasium	\$0	Gymnasium	\$435	Gymnasium	\$290
Cafeteria	\$340	Cafeteria	\$0	Cafeteria	\$255	Cafeteria	\$170
Field	\$460	Field	\$0	Field	\$345	Field	\$230
Locker Room	\$340	Locker Room	\$0	Locker Room	\$255	Locker Room	\$170
Parking Lot	\$340	Parking Lot	\$0	Parking Lot	\$255	Parking Lot	\$170
HS Court Yard	\$250	HS Court Yard	\$0	HS Court Yard	\$190	HS Court Yard	\$125

If the kitchen is needed in coordination of an event, the cafeteria workers salary will be additional regardless of whether or not there is an approved budget.

III. Use of the West Babylon High School Performing Arts Center by any Organization:

The event fee for use of the West Babylon High School Performing Arts Center is \$4,500.00 for an event of up to eight hours. An extended fee of \$210.00 per hour above the base fee applies for usage beyond eight hours during calendar day.

The event fee for use of the West Babylon High School Performing Arts Center for events such as dance competitions and concerts is \$6,000.00 for an event of up to eight hours. An extended fee of \$400.00 per hour above the base fee applies for usage beyond eight hours during a calendar day. There will be a cancellation fee of \$750.00 imposed for any cancellation with less than 30 days notice.

Applicants may be approved for the use of the Performing Arts Center to conduct a rehearsal in advance of their scheduled event. Rehearsal use will be for a block of up to four hours. In such cases, the facility use fee for the rehearsal will be half the event fee (i.e. \$ 2,250.00 or \$3,000.00) plus expenses for additional services if needed.

The determination of which fee schedule applies is at the sole discretion of the West Babylon Schools.

The event fee includes the use of the Performing Arts Center, and outside of school hours; the high school lobby, two changing areas (generally, Cafeteria A and the Senior Cafeteria), and two sets of bathrooms. A custodian and two technicians are assigned to each event.

Additional mandatory custodial and security services may apply. Determination of the extent of these mandatory services is at the sole discretion of the West Babylon Schools. The school district's staff will provide optional technical support for use of enhanced lighting, sound and stage capabilities. Technical support is provided at the rate of \$75.00 per hour for each support person.

Event sponsors and required to rent a dance floor (at their expense) for events that may damage the stage floor. All Performing Arts Center events require a minimum deposit of \$ 1,500.00 (cash or certified bank check). Additional deposits may be required.

The High School Courtyard may be used in conjunction with events held at the West Babylon High School Performing Arts Center. An additional security guard is required at a fee of \$25 per hour.

Promulgated: 12/08/2009

STUDENT HEALTH SERVICES

The Board of Education recognizes that good student health is vital to successful learning and acknowledges its responsibility, along with that of parent(s) or guardian(s), to protect and foster a safe and healthful environment for the students.

The school shall work closely with students' families to provide detection and preventive health services. In accordance with law, the school will provide vision, hearing, [dental inspection] and scoliosis screening. Problems shall be referred to the parent(s) or guardian(s) who shall be encouraged to have their family physician/dentist provide appropriate care.

In order to enroll in school a student must submit a health certificate within 30 calendar days after entering school, and upon entering second, fourth, seventh and tenth grades. The examination, which must conform to state requirements, must have been conducted no more than 12 months before the first day of the school year in question. If a student is unable to furnish the health certificate, the school will provide a physical examination by a licensed provider. A request for exemption from the physical examination, or the requirement to provide a health certificate, must be made [by both the parents/guardians and the family's clergyman] in writing to the school principal or designee, who may require documents supporting the request. The only basis for exemption is a claim that the physical examination is in conflict with the parent or guardian's genuine and sincere religious belief.

[The Board recognizes that the State of New York may authorize and require the collection of data from health certificates in furtherance of tracking and understanding health care issues that affect children. The Board supports these efforts and expects administrators to cooperate and to observe the appropriate laws and regulations in carrying out those responsibilities, including those that relate to student privacy.]

In addition, students will be asked to provide a dental health certificate when they enroll in school and in accordance with the same schedule as the health certificate.

A permanent student health record shall be part of a student's cumulative school record and should follow the student from grade to grade and school to school along with his/her academic record. This record folder shall be maintained by the school nurse.

Schools shall also provide emergency care for students in accidental or unexpected medical situations. Each school in the district will include in its emergency plan a protocol for responding to health care emergencies, including anaphylaxis.

Communicable Diseases

It is the responsibility of the Board to provide all students with a safe and healthy school environment. To meet this responsibility, it is sometimes necessary to exclude students with contagious and infectious diseases, as defined in the Public Health Law, from attendance in school. Students will be excluded during periods of contagion for time periods indicated [on a chart developed by the school nurse].

It is the responsibility of the Superintendent of Schools, working through district health personnel, to enforce this policy and to contact the county or local health department when a reportable case of a communicable disease is identified in the student or staff population.

Administering Medication to Students

Neither the Board nor district staff members shall be responsible for the diagnosis or treatment of student illness. The administration of prescribed medication to a student during school hours shall be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available to him/her during school hours, or where it is done pursuant to law requiring accommodation to a student's special medical needs (e.g., Section 504 of the Rehabilitation Act of 1973). "Medication" will include all medicines prescribed by a physician.

[Any medication administration that is not consistent with acceptable prescribing practices will not be given by school personnel.] Before any medication may be administered to or by any student during school hours, the Board requires:

1. the written request of the parent(s) or guardian(s), which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication; and
2. the written order of the prescribing physician, which will include the purpose of the medication, the dosage, the time at which or the special circumstances under which medication shall be administered, the period for which medication is prescribed, and the possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse.

In addition, in accordance with Education Law 919, the district shall make a nebulizer available on-site in school buildings where nursing services are provided. Students with a patient-specific order, who require inhaled medications, shall have access to the nebulizer. The district will ensure that it is maintained in working order.

Life-Threatening Allergies and Anaphylaxis Management

The Board recognizes its role and responsibility in supporting a healthy learning environment for all students, including those who have, or develop, life-threatening allergies. The district will work cooperatively with the student, their parent/guardian and healthcare provider to allow the child to participate as fully and as safely as possible in school activities. When a student has a known life-threatening allergy reported on their health form or if the district has been informed by the parent of the presence of a life-threatening allergy, the district will assemble a team, which may include the parent, the school nurse, the child's teacher, the building principal and other appropriate personnel, which will be charged with developing an individual health care plan. The plan will be maintained by the school nurse. The plan will guide prevention and response. If the student is eligible for accommodations based upon the IDEA, Section 504 or the Americans with Disabilities Act, the appropriate procedures will be followed regarding identification, evaluation and implementation of accommodations.

Regulations

The Superintendent shall develop comprehensive regulations governing student health services. Those regulations shall include the provision of all health services required by law, procedures for the maintenance of health records, and procedures for the administering of medication to students.

Cross-ref: 4321, Programs for Students with Disabilities/5020.3, Students with Disabilities and Section 504 [5420.1, Allergy/Anaphylaxis Policy]5550, Student Privacy/8130, School Safety Plans and Teams

Ref: Education Law §§310 (provisions for appeal of child denied school entrance for failure to comply with immunization requirements); 901 et seq. (medical, dental and health services, BMI reporting); 919 (provide and maintain nebulizers); 6909 (emergency treatment of anaphylaxis)

Public Health Law §§613 (annual survey); 2164 (immunization requirements)

8 NYCRR § 64.7 (administration of agents to treat anaphylaxis); Part 136 (school health services program)

Administration of Medication in the School Setting Guidelines, State Education Department, revised April 2002

Immunization Guidelines: Vaccine Preventable Communicable Disease Control, State Education Department, revised August 2000

Making the Difference: Caring for Students with Life-Threatening Allergies, New York State Department of Health, New York State Education Department, New York Statewide School Health Service Center, June 2008

[Replaces former policies JHCAA, JHCAA, JHCB, and JHCDA]

Adoption date: December 13, 2011

DRAFT

STUDENT HEALTH SERVICES REGULATION

A. Immunization

[As per New York State requirements, children] *Children* must receive immunizations for diphtheria, polio, measles, mumps, rubella, hepatitis B, Haemophilus Influenzae Type b (Hib), pertussis, tetanus, pneumococcal disease (for children born on or after January 2008) and varicella prior to entering or being admitted to school *as indicated below*:

VACCINES	SCHOOL (K-12)
Diphtheria Toxoid-Containing Vaccine	Three doses
Tetanus Toxoid-Containing Vaccine and Pertussis Vaccine (DTaP, DTP)	Three doses if born on or after 1/1/2005
Tetanus, Diphtheria, and Pertussis Booster (Tdap)	Born on or after 1/1/1994 and enrolling in grades 6 through 10 one dose
Polio (IPV or OPV)	Three doses
Measles, Mumps and Rubella (MMR)	Two doses of measles-containing vaccine and one dose of each of mumps and rubella (preferably as MMR)
Hepatitis B	Three doses
Haemophilus influenzae type b (Hib)	Not applicable
Pneumococcal Conjugate Vaccine (PCV)	Not applicable
Varicella (Chickenpox)	Born on or after 1/1/1998 or born on or after 1/1/1994 and enrolling in grades 6 through 12 one dose

Parents must provide acceptable proof indicating required receipt of all vaccines in accordance with law and regulations.

A child may be excluded from the immunization requirements based on a physician determined health reason or condition. [This medical exemption must be signed by a] *A* physician licensed to practice in New York State *must sign this medical exemption*.

A child may also be excluded from the immunization requirements because the child's parent/guardian holds a genuine and sincere religious belief which is contrary to the practice of immunization. *The Board of Education will require specific documentation be submitted to the building principal.*

A child will not be admitted to school or allowed to attend school for more than 14 days without an appropriate immunization certificate or acceptable evidence of immunization. This period may be extended to 30 days on a case-by-case basis by the Building Principal if the child is transferring from another state or country and can show a good faith effort to get the necessary certification or other evidence of immunization.

When a student transfers out of the district, the parent/guardian will be provided with an immunization transfer record showing the student's current immunization status which will be signed by the school nursing personnel or the school physician. A transcript or photocopy of the immunization portion of the cumulative health record will be provided to the new educational institution upon request.

B. Communicable Diseases

Students who contract the following contagious and infectious diseases will be excluded from attendance in school for the period of time indicated below:

1. *Chicken Pox* *One week after skin eruption first appears, or until all scabs are dry.*
2. *Diphtheria* *For the period established by the student's physician.*
3. *Elevated Temperature* *Until 24 hours after temperature returns to normal.*
4. *Fifth Disease* *Until 24 hours after the temperature is less than 100.5 degrees.*
5. *German Measles* *Until recovery--not over 7 days after onset of rash.*
6. *Measles* *Until 4 days after onset of rash and student's physician approves the student's return to school.*
7. *Mumps* *Until recovery and all swelling has disappeared.*
8. *Strep Throat (including Scarlet Fever)* *Until 24 hours on antibiotic or student's physician approves the student's return to school.*
9. *Infectious Hepatitis* *Until recovery and student's physician approves the student's return to school (after isolation of student during first week of illness).*
10. *Whooping Cough* *Until recovery and student's physician approves the student's return to school.*

C. Administering Medication to Students in School

The administration of prescribed medication to a student during school hours is permitted only when the medication is necessary to allow the student to attend school or failure to administer the medication would seriously affect the student's health. [Any medication administration that is not consistent with acceptable prescribing practice will not be given by school personnel. The nurse has the right to refuse to administer medications not consistent with good care.]

Parent(s) or guardian(s) must present the following information:

1. a *signed* note from the family doctor containing the following information: student's name, the date and name of the medicine, dosage and time to be administered, and list of possible side effects; and,
2. a *signed* note from the parent(s) or guardian(s) giving the school nurse, teacher, Principal or other school staff permission to administer the medication; or
3. a medication request form (which includes the family doctor and parent signatures) must be filed with the school nurse.

The school nurse shall develop procedures for the administration of medication, which require that:

1. all medications will be administered by a licensed person unless the child is self-directed;
2. medications shall be securely stored in the office and kept in their original labeled container, which specifies the type of medication, the amount to be given and the times of administration; the school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication, and a notation of each instance of administration; and

3. all medications shall be brought to school by the parent(s) or guardian(s) and shall be picked up by the parent(s) or guardian(s) at the end of the school year or the end of the period of medication, whichever is earlier. If not picked up within five days of the period of medication, the medication shall be discarded.

An adult must bring the medication to school in the original container. The administering staff member should clearly label the medication with the time to be given and dosage.

Administering medication on field trips and at after-school activities

Taking medication on field trips and at after-school activities is permitted if a student is self-directed in administering their own medication. On field trips or at other after-school activities, teachers or other school staff may carry the medication so that the self-directed student can take it at the proper time.

If a student is going on a field trip but is not self-directed (i.e., fully aware and capable of understanding the need and assuming responsibility for taking medicine), then the district may:

- permit the parent or guardian to attend the activity and administer the medication.
- permit the parent to personally request another adult who is not employed by the school to voluntarily administer the medication on the field trip or activity and inform the school district in writing of such request.
- allow the student's health care provider to be consulted and, if he/she permits, order the medication time to be adjusted or the dose eliminated.

If no other alternative can be found, a school nurse or licensed person must administer the medication.

Administering epi-pen in emergency situations

The administration of epinephrine by epi-pen has become an accepted and extremely beneficial practice in protecting individuals subject to serious allergic reactions (e.g., individual has an anaphylactic reaction to a wasp sting or the ingestion of peanut butter).

Pursuant to Commissioner's regulations, registered professional nurses may carry and administer agents used in non-patient specific emergency treatment of anaphylaxis.

In addition, pursuant to SED guidelines, school nurses may provide training to unlicensed school staff in administering epi-pens, prescribed by a licensed prescriber, to a child who has been diagnosed with the potential for a severe reaction, in the event of the onset of a serious allergic reaction when a nurse is not available.

D. Student Medical Exams

In accordance with Sections 903 and 904 of the state Education Law, each student shall have a physical exam given by the school doctor or family physician (including a physician, physician assistant or nurse practitioner) upon entrance to school and at grades pre-kindergarten or kindergarten, two, four, seven and ten. Findings are to be kept on record at the school on forms that can be obtained from the school nurse. In addition, the school will request a dental health certificate according to the same schedule.

A student may be excluded from the medical examination requirements because the child's parent/guardian holds a genuine and sincere religious belief which is contrary to medical examinations. The request for exemption must be made [by both the parents/guardians and the family's clergyman] in writing.

In the event that the student's medical history reveals that they have a known life-threatening allergy, the school nurse, in conjunction with the family, student, child's teacher, and other appropriate staff, will develop and implement an individual health care plan which will guide prevention and response.

The district will work with students in the self-management of their life-threatening allergy, or other chronic health conditions, by:

1. Adequately training staff involved in the care of the child.
2. Assuring the availability of the necessary equipment and/or medications.
3. Providing appropriately licensed and trained persons on school premises, as required by law.

4. Providing ongoing staff and student education.

E. Illness in School

If a student becomes ill in school:

1. The nurse will determine if the student should remain in the dispensary or return to class.
2. The nurse will call the parent, guardian or substitute parent if he/she feels the student should go home. In general, a parent or guardian will pick up the student from school.
3. [The nurse will contact the Building Principal if he/she feels the child should be transported by bus to the home.]
4. If there is to be a change in bus routing in order to carry the student to his/her home, that decision will be made by the administrator and the transportation supervisor.
5. If the route is to be changed, the transportation supervisor shall inform the bus driver.
6. If no parent, guardian or substitute parent picks up the student at school, or if no parent/guardian or substitute parent will be home, the student will remain in the nurse's office until such time as a parent, guardian or substitute parent becomes available to assume responsibility for the child.

E. Medical Emergency Record

All students shall have on file a medical emergency record which shall state the name and telephone numbers of the following:

1. the student's parent(s) or guardian(s) at home and work;
2. the student's next of kin;
3. a neighbor;
4. the family physician;
- [5. preferred hospital;]
6. any allergies or serious health conditions.

Promulgated: December 13, 2011

- C. **FINANCE**
 - ** (R) Approval of the Corrective Action Plan (CAP) in response to the Risk Assessment Update Report Findings for the period ending May 31, 2012 (Res. #FI-1)
 - ** (R) Approval of the Corrective Action Plan (CAP) in response to the External Auditor's Memorandum on Accounting Procedures and Internal Controls for the Fiscal Year ending June 30, 2012 (Res. #FI-2)
 - ** (R) Approval of the Corrective Action Plan (CAP) in response to the Findings and Recommendations made in the Internal Audit Report on Capital Projects (Res. #FI-3)
 - ** (R) Approval of Change Order #1 relating to Forest Avenue School Masonry Reconstruction Contract (Res. #FI-4)
 - ** (R) Acceptance of Donations (Res. #FI-5)
- D. **CURRICULUM**
 - ** (R) Acceptance of Donation (Res. #CU-1)
- E. **FACILITIES**
 - ** (R) Declaration of Obsolete Equipment (Res. #FA-1)
- 13. Policy Review:
 - A. Board Review-Prohibited Student Conduct (Third Time Adoption) (File:5300.30)
 - B. Board Review-Public Conduct on School Property (Third Time Adoption) (File:5300.70)
 - C. Board Review-Purchasing (Third Time Adoption) (File:6700)
 - D. Board Review-Capital Project Change Orders (Third Time Adoption) (File:7335)
 - E. Board Review-Use of Credit Cards (Third Time Adoption) (File:8334)
 - F. Board Review-Public Use of School Facilities (First Time Reading) (File:1500)
 - G. Board Review-Public Use of School Facilities Regulation (Revision) (File:1500-R)
 - H. Board Review-Public Use of School Facilities Exhibit (Revision) (File:1500-E)
 - I. Board Review-Student Health Services (First Time Reading) (File:5420)
 - J. Board Review-Student Health Services Regulation (Revision) (File:5420-R)
- 14. Board of Education Committee Reports: **Policy and Curriculum**
- 15. Old Business
- 16. New Business: **Presentation of 2013-2014 Budget Draft No. 1**
Mr. Anthony Cacciola, Superintendent
Mrs. Jennifer Buscemi, Executive Director for Finance & Operations
- 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 11:00 P.M.]

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