

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK
REGULAR MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
TUESDAY – MARCH 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: February 26, 2013
Special Meeting: March 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 School Districts to provide Health Services to West Babylon School District Resident Students for the 2012-2013 School Year (Res. #BE-1)
 - ** (R) Adoption of Proposed 2013-2014 School District Calendar (Res. #BE-2)
 - ** (R) Western Suffolk BOCES Board Member Nominations (Res. #BE-3)
 - ** (R) Authorization for Board President to sign the "Second Amended Employment Agreement" between the West Babylon School District and the Superintendent of Schools (Res. #BE-4)
 - B. **PERSONNEL**
 - ** (R) 12-P-15 Professional Personnel
 - ** (R) 12-C-15 Civil Service Personnel (Res. #PE-1)

- C. **FINANCE**
 - ** (R) Acceptance of Donation (Res. #FI-1)
 - ** (R) Approval of Change Order #1 relating to High School Exhaust Fan Replacements (Res. #FI-2)

- D. **FACILITIES**
 - ** (R) Acceptance of Donation (Res. #FA-1)
 - ** (R) Declaration of Obsolete Equipment (Res. #FA-2)

- 13. Policy Review:
 - A. Board Review-Board Self-Evaluation (First Time Reading) (File:03100)
 - B. Board Review-Public Use of School Facilities (Third Time Adoption) (File:1500)
 - C. Board Review-Student Health Services (Third Time Adoption) (File:5420)

- 14. Board of Education Committee Reports:
 - Presentation of 2013-2014 Budget Draft**
 - Mr. Anthony Cacciola, Superintendent**
 - Mrs. Jennifer Buscemi, Executive Director for Finance & Operations**

- 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 11:00 P.M.]

Please Note:

- ◆ **2013-2014 BOCES Budget Vote and BOCES Board Trustees Election:**
April 23, 2013 -- 8:00 P.M. -- Administration Building

- ◆ **2013-2014 West Babylon School District Budget:**
 - Budget Hearing -- May 7, 2013 -- 7:30 P.M. -- Administration Building**

 - District Budget Vote and Trustees Election -- May 21, 2013 -- 7:00 A.M. to 9:00 P.M.**
(Administration Building and Santapogue School)

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

Follow-Up to Residents' Unanswered Questions

Date	Residents' Questions	Responses
February 26, 2013	What is the status of the Varsity football coach?	The resident referred to our district not being represented at the Section XI meetings regarding football. There were two meetings. Mr. Spinelli was in attendance at one of the meetings at the time of our February 26 th Board meeting. There was a meeting prior at which he was not in attendance. Mr. Spinelli did, however, submit all of the required student athlete information the very next day. According to Mr. Spinelli, the weight room is open for student athletes conditioning for football. The athletes are supervised and have a prepared workout regime to follow. Mr. Cacciola reported that the varsity football coach will be appointed on March 12 th .
February 12, 2013	-----	-----
January 22, 2013	-----	-----
January 8, 2013	-----	-----
December 11, 2012	-----	-----
November 27, 2012	-----	-----
November 13, 2012	-----	-----
October 30, 2012	Meeting cancelled due to SuperStorm Sandy	Meeting cancelled due to SuperStorm 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.

Continued

Follow-Up to Residents' Unanswered Questions

Date	Residents' Questions	Responses
<p>September 11, 2012</p>	<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>3. The team does not have uniforms.</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>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>

Continued

Follow-Up to Residents' Unanswered Questions

Date	Residents' Questions	Responses
August 28, 2012	-----	-----
August 14, 2012	-----	-----
July 26, 2012	-----	-----
July 10, 2012	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK
REGULAR MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
TUESDAY – MARCH 12, 2013

RESOLUTIONS

BOARD OF EDUCATION

****#BE-1**

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

Jericho Union Free School District
Uniondale Union Free School District
Bellmore Union Free School District
Garden City Union Free School District

****#BE-2**

RESOLVED: that the West Babylon Board of Education adopts the proposed 2013-2014 School District Calendar, as attached.

****#BE-3**

RESOLVED: that the West Babylon Board of Education hereby nominates Mrs. Mildred Browne, Mrs. Ilene Herz and Mrs. Maryann Zumpano as candidates for re-election to the Board of Western Suffolk BOCES.

**#BE-4

WHEREAS, the Board of Education and the Superintendent of Schools of the West Babylon Union Free School District are parties to employment agreements dated December 15, 2006 (the “Agreement”) and January 25, 2011 (the “Amended Agreement”) together covering the employment period of June 30, 2007 through June 30, 2014 (hereinafter the “Agreements”); and

WHEREAS, the Agreements contain provisions for annual compensation, benefits and other terms and conditions of employment for the Superintendent; and

WHEREAS, the Board and Superintendent have conferred and agreed to enter into a “Second Amended Employment Agreement”, and further, this Second Amended Employment Agreement shall continue the employment created by the aforesaid previous “Agreements”; therefore,

BE IT RESOLVED, that the Board of Education hereby appoints and employs Anthony Cacciola as Superintendent of Schools, for the period March 13, 2013 to June 30, 2016, and further approves the Employment Agreement dated March 12, 2013, setting forth the terms and conditions of such appointment and employment, and authorizes the Board President to sign her name thereto.

PERSONNEL

**#PE-1

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

<u>12-P-15</u>	Professional Personnel
<u>12-C-15</u>	Civil Service Personnel

FINANCE

****#FI-1**

RESOLVED: that the West Babylon Board of Education gratefully accepts a Staples Inc. gift card, in the amount of \$600. Through the New York State Education Department, Staples donated gift cards to districts on Long Island affected by SuperStorm Sandy.

****#FI-2**

RESOLVED: that the West Babylon Board of Education approves Change Order #1 in the deduct amount of (\$1,067.68) for the exhaust fan replacements at the High School (SED Project #0001-025) with JNS Heating Services, Inc. The new contract sum, including this change, will be \$128,982.32.

FACILITIES

****#FA-1**

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation of one set of Ladies Golf Clubs from Ms. Lori Anne Milito, a West Babylon resident. The golf clubs were originally owned by Mrs. Irene Perricone, a retired third grade teacher, who worked at South Bay School for 40 years.

****#FA-2**

RESOLVED: that the West Babylon Board of Education declares the following equipment, located in the Technology Department in the Junior High School, obsolete:

Equipment	Model No.	Serial No.	WBUFSD No.
Chandler & Price Manual Style Printing Press	205A	N/A	N/A
Heidelberg Printing Press	N/A	N/A	000336 & 005163
Challenge Paper Cutter	Size 193 Model HL	11038	005162
Hamilton Print Type Layout Table	N/A	10c31-c104750	N/A
Delta Rockwell Jig Saw	62-110	BY6764	01222
Rockwell Drill Press	62-680	BY6764	001272

The equipment is outdated and no longer functioning.

WEST BABYLON UNION FREE SCHOOL DISTRICT

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

BOARD OF EDUCATION

(R) Proposed 2013-2014 School District Calendar (Res. **#BE-2)

WEST BABYLON SCHOOLS - 2013-2014 CALENDAR

July 2013				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- 4 Independence Day
- 9 BOE Re-Org Mtg.

August 2013				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2013				
M	T	W	T	F
2	{3}	{4}	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- 2 Labor Day
- 3 Supt's Conference Day
- 4 K-12 Full Day Conf.
- 5-6 Rosh Hashanah
- 9 First Day of School
- 19 Emergency Drill

16+2

18

October 2013				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- 14 Columbus Day

22

November 2013				
M	T	W	T	F
				1
4	{5}	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

17+1

- 5 K-12 Full Day Conf. Day
- 11 Veterans Day
- 15 6-8 Parent/Tchr. Conf. Day (16+2)
- 28-29 Thanksgiving Recess/Hanukkah

18

December 2013				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

- 6 K-5 Parent/Tchr. Conf. Day (14+1)
- 23-31 Winter Recess

15

January 2014				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- 1-3 Winter Recess
- 20 Martin Luther King Day

19

February 2014				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- 17-21 Mid-Winter Recess

15

March 2014				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	{21}
24	25	26	27	28
31				

20+1

- 21 WBTA Conference Day

21

April 2014				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- 14-18 Passover/Easter Recess

17

May 2014				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22*	23*
26	27*	28	29	30

- 22-27 Memorial Day Recess

18

June 2014				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- 25 K-5 Half Day Conf. Day
- 26 Regents Rating Day
- 26 9-12 Conf. Day
- 26 Last Day of School

19

 School Closed
 BOE Meeting - 8:00 PM
 {#} Conference Day

- * If **NO** snow days are used, schools will be **CLOSED May 22, May 23, and May 27.**
- * If **ONE** snow day is used, schools will be **OPEN May 22 and CLOSED May 23 and May 27.**
- * If **TWO** snow day are used, schools will be **OPEN May 22, May 27 and CLOSED May 23.**
- * If **THREE** snow day are used, schools will be **OPEN May 22, May 23, and May 27.**

178+4 **182**

The West Babylon School District reserves the right to revise this calendar if emergency school closing during the school year requires additional teaching days.

Adopted:

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION – TUESDAY - MARCH 12, 2013

PERSONNEL

(R) Schedules: 12-P-15 Professional Personnel
 12-C-15 Civil Service Personnel



PROFESSIONAL PERSONNEL SCHEDULE

I. Professional Personnel Schedule 12-P-15

- A. Family Medical Leaves
- B. Retirement
- C. 2013 Spring Coaching
- D. 2013-2014 Fall Coaching
- E. Spring, 2013 Student Teachers/Observers
- F. 2012-2013 Per Diem Substitutes

CIVIL SERVICE PERSONNEL SCHEDULE

II. Civil Service Personnel Schedule 12-C-15

- A. Family Medical Leave
- B. Leave of Absence Requests
- C. Retirements
- D. Probationary Appointments
- E. 2012-2013 Per Diem Substitutes

SCHEDULE 12-P-15 Professional Personnel Schedule

Date of Meeting: March 12, 2013

Page 1 of 3 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Royle, Daniel	Business Tchr.	HS		2/19/13 -	Family Medical Leave
Ludwig, Cristina	English Tchr.	HS		2/25/13 -	Family Medical Leave
Kilgus, Colleen	Business Tchr.	HS		2/26/13 -	Family Medical Leave
Niles, Jennifer	Science Tchr.	JH		3/1/13 -	Family Medical Leave
Gladysz, Michele	Mathematics Tchr.	HS		3/4/13 -	Family Medical Leave

The following professional personnel has submitted notification of their intent to retire in accordance with the retirement incentive identified in the Memorandum of Agreement dated April 3, 2012:

Johnston, Jane	Elementary Tchr.	FA		6/30/13	Resignation to Retire
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SCHEDULE 12-P-15 Professional Personnel Schedule

Date of Meeting: March 12, 2013

Page 2 of 3 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<u>Coaches:</u>				Spring, 2013	
Arma, Anthony	JHS Head	Tennis(B)	\$4,108.		
Adamkiewicz, Felix	JV Head	Baseball	\$5,112.		[resignation]
Lynch, Ryan	JV Head	Baseball	\$5,112.		[repl. F. Adamkiewicz]
<u>*Varsity Head Coaches:</u>				2013-2014	
*All positions are contingent upon the budget				Fall	
TBA	Cheerleading		\$5,150.		
Armato, Philip	Cross Country(B)		\$5,150.		
Zinna, Meredith	Cross Country(G)		\$5,150.		
Montalvo, Andrea	Field Hockey		\$6,436.		
Martone, Nicholas	Football		\$7,123.		
Malone, Kevin	Golf		\$5,150.		
TBA	Gymnastics		\$5,150.		
Ging, Frank	Soccer(B)		\$6,436.		
Axelson, Gregory	Soccer(G)		\$6,436.		
Quinn, Melissa	Swimming(G)		\$5,150.		
LaRocco, Caitlyn	Tennis(G)		\$5,150.		
Ceccarelli, Christina	Volleyball		\$6,436.		
<u>Student Teachers/Observers:</u>				Spring, 2013	
Agulla, Taylor	Special Education	JK			
Cullen, Deirdre	Elementary	SB			
Garbarino, Victoria	Music	HS			
<u>Per Diem Substitute:</u>		DW	\$120./day	2012-2013	Registered Nurse
Hartman, Denise					
<u>Per Diem Substitute:</u>		DW	\$90./day	2012-2013	Certification
Arma, Anthony					[ELA 7-12]

SCHEDULE 12-C-15 Civil Service Personnel Schedule

Date of Meeting: March 12, 2013

Page 3 of 3 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Delia, Frank	Head Custodian	SA		3/1/13 -	Family Medical Leave
Wolk, Pamela	Paraprofessional [special ed. aide]	JH		2/22/13 - 5/21/13	Leave of Absence
Valente, Elaine	Paraprofessional [special ed. aide]	HS		2/25/13 - 6/30/13	Leave of Absence
Lewis, Bonnie	School Bus Driver	Trans.		5/1/13	Resignation to Retire
Olsen, Joanne	School Bus Driver	Trans.		6/22/13	Resignation to Retire
Zdanovich, Robert	School Bus Driver	Trans.	Step 1/ \$19.53/hr.	3/13/13	Probationary Appt.
Rebich, Sylvia	Paraprofessional [school monitor]	JK	Step 1/ \$13.37/hr.	3/13/13	Probationary Appt.
Cruz, Rosa	Food Service Wrkr. 'B'	SB	Step 1/ \$11.38/hr.	3/13/13	Probationary Appt.
Per Diem Substitutes:		DW	\$9./hr.	2012-2013	
*Boucher, Michelle					Clerical
Irfan, Peggy					Clerical/Paraprofessional

*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT

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

POLICY

- A. Board Review-Board Self-Evaluation (First Time Reading) (File:0310)
- B. Board Review-Public Use of School Facilities (Third Time Adoption) (File:1500)
- C. Board Review-Student Health Services (Third Time Adoption) (File:5420)

DRAFT

First Time Reading 3/12/2013

0310

BOARD SELF-EVALUATION

The Board of Education is committed to the continuous improvement of the district and its own functioning. Accordingly, the members of the Board shall conduct a biannual evaluation (January and June) to determine the degree to which they are meeting their *goals* [responsibilities as Board members and the needs of their educational community].

[This self-evaluation shall be positive, frank and honest, and shall focus on evaluating the Board as a whole, not as individuals]. The self-evaluation shall be based on the goals the Board sets for itself, [not] *and* on goals it sets for the entire district. The results of the evaluation shall be used to establish priorities for action and specific goals and objectives to strengthen the operation of the Board.

Adoption date:

[Replaces in whole or in part former policies AFA and BK]

PUBLIC USE OF SCHOOL FACILITIES

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

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

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

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

Adopted: 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 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.

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.

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.

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
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

Adoption date: December 13, 2011