

JULY 10, 2012

'12- 1

THE ANNUAL ORGANIZATION MEETING of the Board of Education of the West Babylon Union Free School District, of the Town of Babylon, Suffolk County, New York was held on TUESDAY, JULY 10, 2012, in the Board Room of the Administration Wing adjacent to the Senior High School.

Those present: Trustees James F. Bocca, Wendy DeGaetano, Cathy Gismervik, Diane Klein, Peter Scarlatos (left at 7:20), and Diane Thiel.  
Trustees Elect Stacy Villagran and Jennifer Wandasiewicz

Trustee Lucy Campasano was sworn in earlier in the day and due to illness was absent.

Also present: Mr. Anthony Cacciola, Superintendent of Schools; Mrs. Christine Tona, Executive Director for Curriculum and Instruction; Mrs. Jennifer Buscemi, Executive Director for Finance & Operations; Mrs. Amy E. Jones, District Clerk; Mr. William C. Morrell, Attorney; and residents.

District Clerk Amy E. Jones opened the meeting at 7:00 pm and led those present in the Pledge to the Flag.

Mr. William C. Morrell, school board attorney, issued the oath of office to the newly elected trustees

The District Clerk called for nominations for President.

**#1**

Trustee James Bocca seconded by Trustee Stacy Villagran nominated Diane Thiel for Board of Education President.

There were no other nominations.

Trustee Wendy DeGaetano seconded by Trustee James Bocca made a motion to close nominations.

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

Voting Yes for Diane Thiel — Trustees Bocca, DeGaetano, Gismervik, Klein, Thiel, Villagran and Wandasiewicz

Vote No for Diane Thiel — Trustee Scarlatos

Diane Thiel was elected president for 2012-2013

Mr. William C. Morrell, school board attorney, issued the oath of office to Mrs. Thiel.

**#2**

The President called for nominations for Vice President.

Trustee James Bocca seconded by Wendy DeGaetano nominated Diane Klein for Board of Education Vice President.

There were no other nominations.

Trustee Wendy DeGaetano seconded by Trustee James Bocca made a motion to close nominations.

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

Voting Yes for Diane Klein — Trustees Bocca, DeGaetano, Gismervik, Klein, Thiel, Villagran and Wandasiewicz

Vote No for Diane Klein — Trustee Scarlatos

Diane Klein was elected vice president for 2012-2013

Mr. William C. Morrell, school board attorney, issued the oath of office to Mrs. Klein and then to Mr. Cacciola, Mrs. Tona and Mrs. Buscemi (Mrs.

Farrelly was sworn in earlier).

Trustee Peter Scarlatos left at 7:15 p.m. (to return to his vacation).

Trustee Bocca seconded by Trustee DeGaetano made a motion to go into Executive Session at 7:15 pm. to discuss personnel and legal matters.

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

Mr. William C. Morrell, school board attorney, issued the oath of office to Mrs. Jones, District Clerk.

The public portion began at 8:00 pm.

Trustee Klein seconded by Trustee Wandasiewicz made a **motion to approve resolutions #3 - #11.**

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

**#3**  
RESOLVED: that **Schedule 12-A-1**, Board of Education Appointments, be approved, as attached.

**SCHEDULE 12-A-1, BOARD OF EDUCATION SCHEDULE**

**I. BOARD OF EDUCATION APPOINTMENTS**

**2012-2013**

| <b>POSITION</b>                             | <b>SALARY</b>                            | <b>NAME</b>  |
|---|--|--|
| District Treasurer                          | \$14,948.                                | Loretta Titolo   |
| District Deputy Treasurer                   | \$1,000.                                 | Karen Lorito   |
| <u>Legal:</u><br>Labor Relations Counsel    | \$42,500.<br>+ (\$200./hr.) litigation   | Ingerman, Smith, et al.                                  |
| General Counsel                             | \$22,280.90<br>+ (\$162./hr.) litigation | VanNostrand & Martin                                     |
| Bond Counsel                                | Per size of issue                        | Hawkins, Delafield & Wood                                |
| External Auditor                            | \$48,000.                                | Nawrocki Smith, LLP.<br>Fiscal Year Ending June 30, 2013 |
| Internal Auditor                            | \$30,000.                                | R.S. Abrams & Co. LLP                                    |
| District Accountant                         | \$27,000.                                | Cullen & Danowski  |
| Fiscal Advisor                              | Per size of issue                        | New York Municipal Advisors Corporation                  |
| Purchasing Agent                            | None                                     | Jennifer Buscemi   |
| Payroll Certification Officer               | None                                     | Anthony Cacciola   |
| Extra Curricular Activities Co-Treasurer/JH | \$3,000.                                 | Robert Dell'Isola  |
| Extra Curricular Activities Co-Treasurer/HS | \$4,000.                                 | Katharine Reilly-Johnson                                 |
| Co-Signer for Student Activities Funds      | None                                     | Stephen O'Leary  |

**SCHEDULE 12-A-1, BOARD OF EDUCATION SCHEDULE**

|  |           |                   |
|--|-----------|-------------------|
| District Clerk   | \$14,948. | Amy Jones         |
| Records Management Officer,<br>Access Officer          | None      | Amy Jones         |
| Board of Education President - District Clerk pro tem. |           |                   |
| Claims Auditor   | \$10,300. | Denise Longobardi |

**II. Authorization for the following bond:**

\$1,000,000 - All Employees

**III. Authorization of Signature:**

Vouchers: Treasurer or Deputy Treasurer  
 Payroll: Treasurer or Deputy Treasurer  
 Investments and Withdrawals: Treasurer or Executive Director for Finance

**IV. The following administrators are authorized to represent the school district and the Board of Education, regarding special funding applications and/or legal compliance:**

|  |   |  |
|--|---|--|
| NCLB Consolidated Grants                           | - | Jennifer Buscemi/Yiendhy Farrelly                        |
| PL 611   | - | Jennifer Buscemi/Mona Tobin                              |
| PL 619   | - | Jennifer Buscemi/Mona Tobin                              |
| Carol M. White PEP Grant                           | - | Jennifer Buscemi/Christine Tona/Louis Howard             |
| Title IX, Compliance Officer [Personnel]           | - | Yiendhy Farrelly   |
| Title IX, Compliance Officer [Students]            | - | Mona Tobin   |
| PL 504, Compliance Officer                         | - | Mona Tobin   |
| Health & Safety Officer                            | - | Raymond Graziano   |
| LEA Asbestos Compliance Officer                    | - | Raymond Graziano   |
| Article 12, Hazardous Materials Compliance Officer | - | Raymond Graziano   |
| Homeless Liaison                                   | - | Steven Manzi   |
| Dignity Act Coordinators                           | - | Forest Avenue Principal                                  |
|  | - | Gregg Cunningham/Eileen Saumell                          |
|  | - | Eleanor Levy   |
|  | - | JoAnn Scott/Hillary Fazio/Elizabeth Thiel/Laure Loughlin |
|  | - | Charles Germano/Eileen Sabshon/Christine Kozak           |
|  | - | Jennifer Carere/Cassandra Mensch                         |
|  | - | Ellice Vassallo/Jaime Lemmo                              |

**V. Consultant Services - July 1, 2012 - June 30, 2013:**

| FUNCTION   | VENDOR                               | PERIOD         | FEE                                     |
|--|--------------------------------------|----------------|---|
| Unemployment   | Labor Cost Management                | 7/1/12-6/30/13 | \$1,700.                                |
| Workers' Compensation                                    | PMA                                  | 7/1/12-6/30/13 | \$22,000.<br>+ (\$3,500.) online access |
| Excess Workers' Compensation and<br>Employers' Liability | School Insurance Group/<br>Bollinger | 7/1/12-6/30/13 | \$50,155.                               |
| Tax Sheltered Annuities                                  | OMNI Group                           | 7/1/12-6/30/13 | \$2,652.                                |

**SCHEDULE 12-A-1, BOARD OF EDUCATION SCHEDULE**

**Section 75 Hearing Officers:**

Civil Service Law

Nolan, Laure \$200./hour  
 Wolley, Joseph \$200./hour

**Appointment of Physicians:** - July 1, 2012 - June 30, 2013

Dr. Jack Geffken DO \$29,875.  
 Dr. Jack Geffken DO Employee physical examinations \$60. per individual.  
 Dr. Jack Geffken DO \$1,500. AED Emergency Health Care Provider  
 Dr. Howard Hertz MD Employee physical examinations \$75. per individual.

**VI. Appointment of Registration Members and Election Inspectors**

Annual Election 2012-2013

**Chief Election Inspectors:** \$225./day

Benvenuto, Stephen  
 Canfora, Marge

**Election Inspectors:** \$8.50/hr.

**Administration:**

Burrows, Frances  
 Canfora, Philip  
 Daly, Eileen  
 DiStasio, Patricia  
 Giancana, Vincent  
 King, James J.  
 Kinlan, Patricia  
 Meo, Grace  
 Pagano, Agatha  
 Palminteri, Mary Ann  
 Regina, Suzanne  
 Wood, Noreen

**Santapogue:**

Barbato, Kathleen  
 Barbato, Gerald  
 DiMartino, Pasqualina  
 Scottaline, Marie  
 Scottaline, Edwin  
 Sessa, Ann  
 Sessa, Salvatore  
 Mastrosimone, Nancy  
 Russo, Betty  
 Verdi, Jack  
 Scelza, Brittany  
 Scelza, Louise  
 Scelza, Nicole

**VII. Appointment of Pupil Personnel Committee and Impartial Hearing Officers in matters relating to the Handicapped:**

**Central CSE:**

Chairperson: Ms. Mona Tobin, Director of Student Services  
 Alternates: Mr. Steven Manzi, District Social Worker  
 Mrs. Mary Jean Sewell, Speech/Language Therapist, CPSE Chairperson  
 Mr. Thomas Leonbruno, Senior High School Special Education Chairperson  
 Mr. Michael Mack, Junior High School Special Education Chairperson  
 Social Workers: Mr. Steven Manzi, Mrs. Jaime Lemmo, Ms. Cassandra Mensch  
 Teacher Members: Special Education Teacher and General Education Teacher K-12  
 Parent Member: TBD  
 Physician: Dr. Jack Geffken  
 The Child's Parent(s) (the student, if appropriate)  
 The Child's General Education Teacher  
 The Child's Special Education Teacher

**SCHEDULE 12-A-1, BOARD OF EDUCATION SCHEDULE**

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**CPSE - Committee on Preschool Special Education:**

Chairperson: Mrs. Mary Jean Sewell, Speech/Language Therapist  
 Alternates: Ms. Mona Tobin, Director of Student Services  
 Mr. Steven Manzi, District Social Worker  
 Parent Member: TBD  
 Teacher Members: Special Education Teacher/Provider  
 General Education Teachers  
 Agency Staff: Suffolk County Dept. of Health (for a child in transition from early intervention)  
 Service Provider/Evaluator  
 The Child's Parent(s)

**Elementary Sub-CSE**

Chairperson: Ms. Mona Tobin, Director of Student Services  
 Alternates: Mr. Steven Manzi, District Social Worker  
 Mrs. Mary Jean Sewell, Speech/Language Therapist  
 Mrs. Eileen Sabshon, Psychologist  
 Ms. Laure Loughlin, Psychologist  
 Mrs. Sharene Ovadia, Psychologist  
 Dr. Jill Taylor, Psychologist  
 Ms. Eileen Saumell, Psychologist  
 Dr. Uta Field, Psychologist  
 Dr. Michele Read Feryo, Psychologist  
 Psychologists: Ms. Laure Loughlin, Mrs. Sharene Ovadia, Dr. Jill Taylor, Mrs. Eileen Sabshon,  
 Ms. Eileen Saumell, Dr. Uta Field, Dr. Michele Read Feryo  
 Speech/Language Therapists: Mrs. Joan Kaiser, Mrs. Diana Marshall, Mrs. Alison Gimberlein, Mrs. Jill DeLuca, Ms. Donna Pomilla,  
 Mrs. Mary Jean Sewell, Mrs. Christine Riggi  
 Physician: Dr. Jack Geffken  
 The Child's Parent(s)  
 The Child's General Education Teacher  
 The Child's Special Education Teacher

**Junior High School Sub CSE**

Chairperson: Mr. Michael Mack  
 Alternates: Ms. Mona Tobin, Director of Student Services  
 Mrs. Mary Jean Sewell, Speech/Language Therapist  
 Dr. Michele Read Feryo, Psychologist  
 Mr. Steven Manzi, District Social Worker  
 Psychologist: Dr. Michele Read Feryo  
 Alternate Psychologists: Mrs. Sharene Ovadia, Dr. Jill Taylor, Dr. Bernard Corda, Mrs. Eileen Sabshon  
 Social Workers: Mr. Steven Manzi, Ms. Cassandra Mensch  
 Physician: Dr. Jack Geffken  
 The Child's Parent(s)  
 The Child's General Education Teacher  
 The Child's Special Education Teacher

**Senior High School Sub-CSE:**

Chairperson: Mr. Thomas Leonbruno  
 Alternates: Ms. Mona Tobin, Director of Student Services  
 Mrs. Mary Jean Sewell, Speech/Language Therapist

**SCHEDULE 12-A-1, BOARD OF EDUCATION SCHEDULE**

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 Alternates (cont'd): Mr. Steven Manzi, District Social Worker  
 Dr. Bernard Corda, Psychologist  
 Psychologist: Dr. Bernard Corda  
 Alternate Psychologists: Ms. Eileen Saumell, Ms. Laure Loughlin  
 Social Workers: Mr. Steven Manzi, Mrs. Jaime Lemmo  
 Physician: Dr. Jack Geffken  
 The Child's Parent(s) (the student, if appropriate)  
 The Child's General Education Teacher  
 The Child's Special Education Teacher

**Out of District Placement Sub-CSE:**

Chairperson: Mr. Steven Manzi, District Social Worker  
 Alternates: Ms. Mona Tobin, Director of Student Services  
 Mrs. Mary Jean Sewell, Speech/Language Therapist  
 Psychologists: Dr. Jill Taylor, Dr. Bernard Corda, Ms. Laure Loughlin  
 Mrs. Sharene Ovadia, Mrs. Eileen Sabshon,  
 Ms. Eileen Saumell, Dr. Uta Field, Dr. Michele Read Feryo  
 Parent Member: TBD  
 Physician: Dr. Jack Geffken  
 The Child's Parent(s) (the student, if appropriate)  
 The Child's General Education Teacher  
 The Child's Special Education Teacher

**Implementation of amendment to section 200.2 (e) of the Regulations of the Commissioner of Education**, effective July 31, 1998, which prescribes procedures that each Board of Education must use for the establishment and rotation of its list of **Impartial Hearing Officers**:

|                      |                     |                     |                    |
|----------------------|---------------------|---------------------|--------------------|
| Albert, Peter        | Finkelstein, Sharyn | Moore, Christine    | Schiff, Martin     |
| Almeleh, Lynn        | Flame, Lana         | Murphy Leah         | Schiro, Jeffrey    |
| Barbour, Susan       | Gross, Lorraine     | Naun, John          | Schneider, Judith  |
| Bauchner, Stuart     | Haken, Steve        | Nisely, Robert      | Silver, Marjorie   |
| Berger, Deborah      | Itzla, Amy Lynne    | Noe, Mary           | Tessler, Craig     |
| Blaustone, Beryl     | Jacob, Howard       | Nydick, David       | Turetsky, Aaron    |
| Brandenburg, Wendy   | Joyner, Theresa     | Odom, Veronica      | Venezia, Arthur    |
| Brandow, Regina      | Kandilakis, George  | Orland, Janice      | Wall, William      |
| Brescia, JeanMarie   | Keefe, Jeanne       | Peters, Gary        | Walsh, James       |
| Briglio, Robert      | Kehoe, Martin       | Peters, Kenneth     | Walsh, Marion      |
| Bumbalo, Paul        | Kershen, Harry      | Quinn, Joseph       | Wanderman, Carl    |
| Cohen, Diane         | Kestenbaum, Elise   | Reichel, Heidi      | Washington, Denise |
| Cutler-Igoe, Ellen   | Lassinger, Dora     | Richmond, Susan     | Wasser, Tina       |
| Debowy, Theodore     | Lazan, Michael      | Ritzenberg, Kenneth | Weiner, Marc       |
| Dewan, Debra Siedman | Lederman, Nancy     | Roberts, George     | Wolman, Mindy      |
| Ebenstein, Barbara   | Lushing, Susan      | Rosen, Paul         | Wooley, Joseph     |
| Farago, John         | Mackreth, Robert    | Rosenzweig, Jean    | Ziev, Joel         |
| Feinberg, Rona       | McKeever, James     | Roth, Roslyn        |                    |

**SCHEDULE 12-A-1, BOARD OF EDUCATION SCHEDULE**

**#4**

RESOLVED: that the following banks are designated as depositories of School District funds provided they meet Board Policy requirements:

- J.P. Morgan Chase:
  - General Fund
  - Lunch Fund
  - Federal Fund
  - Money Market #1
  - Payroll Account
  - Trust and Agency Fund
  - Student Activities Account
  - Zero Balance Account (for aggregating interest in all J.P. Morgan Chase accounts)
  
- Valley National Bank:
  - Capital Fund

BE IT FURTHER RESOLVED: that such banks be authorized to submit quotes to the District with regard to Time Open Deposit, Certificates of Deposit, Treasury Notes, and Bills and Repurchase Agreements, leaving it to the option of the Treasurer to transfer funds between such accounts, provided such transfers are in the fiscal best interests of the District.

**#5**

RESOLVED: that the **Babylon Beacon, Newsday, and South Bay's Official Shopping Newspaper**, be designated the official newspapers of the school district for the 2012-2013 school year.

**#6**

RESOLVED: that the following Petty Cash Accounts be established:

|                       |   |        |
|-----------------------|---|--------|
| Mr. Anthony Cacciola  | Superintendent  | \$100. |
| Mrs. Yiendhy Farrelly | Asst. Superintendent/Human Resources                          | 100.   |
| Mrs. Christine Tona   | Executive Director for Curriculum & Instruction               | 100.   |
| Ms. Jennifer Buscemi  | Executive Director for Finance & Operations                   | 100.   |
| Mrs. Carol Varsalona  | Director/Language Arts & Testing                              | 50.    |
| Ms. Mona Tobin        | Director/Student Services                                     | 50.    |
| District Clerk        | Board of Education  | 100.   |
| Mr. Ray Graziano      | Administrator/Facilities, Operations, Security                | 100.   |
| Dr. Ellice Vassallo   | Principal, Senior High School                                 | 100.   |
| Mr. Scott Payne       | Principal, Junior High School                                 | 100.   |
| Mr. Henry Bianco      | School Transportation Supervisor                              | 50.    |
| tba                   | Principal, Forest Avenue School                               | 50.    |
| Mr. Gregg Cunningham  | Principal, John F. Kennedy School                             | 50.    |
| Mrs. Eleanor Levy     | Principal, Santapogue School                                  | 50.    |
| Mrs. JoAnn Scott      | Principal, South Bay School                                   | 50.    |
| Mr. Charles Germano   | Principal, Tooker Avenue School                               | 50.    |
| Mr. Anthony Spinelli  | Director/Athletics, Health, Physical Ed.                      | 50.    |
| Mr. Ryan Case         | Coordinator of K-12 Student Data and Instructional Technology | 50.    |

**#7**

RESOLVED: that the mileage compensation rate for employee use of personal cars in the conduct of District business be approved at the Internal Revenue Service rate.

**#8**

WHEREAS: it would be in the interest of the West Babylon U.F.S.D. and the following:

Eastern Suffolk BOCES  
 Western Suffolk BOCES  
 Town of Babylon  
 Nassau BOCES  
 Suffolk County  
 Nassau County  
 New York State (and any New York State County as allowable by New York State law)  
 Federal (and any bid source allowable by the enacted New York State tax cap legislation)

...to participate in cooperative bids for the purchase of various supplies, materials and equipment for the 2012-2013 school year as provided by Gen. Municipal Law, Sec. 119-0, and

WHEREAS: each Board retains the legal authority to contract with the successful vendor(s), and shall not be bound by purchase contracts or other agreements made by the other Board, therefore,

BE IT

RESOLVED: that the West Babylon U.F.S.D. hereby agrees to participate with the above in such cooperative bids for the 2012-2013 school year.

**#9**

RESOLVED: that the Executive Director for Finance is hereby authorized to draw checks on payroll.

**#10**

RESOLVED: that the Executive Director for Finance is hereby authorized to pay hospitalization, Medicare payments (bi-annually to retirees), federal taxes, state taxes, social security, Civil Service Employees Association dues and insurance, Teachers Association dues, Teachers Federal Credit Union and life insurance, petty cash, payroll deductions, utilities, principal and interest payments and those emergency payments as may be required, when duly authorized by the Superintendent.

**#11**

WHEREAS: the following associations provide in-service instructional programs, through local chapters and annual state or national workshops, and

WHEREAS: they provide timely information in matters of information with regard to state and federal legislation, school finance and law,

BE IT RESOLVED: that the Board of Education authorizes membership for itself in the associations listed below:

- > Nassau/Suffolk School Boards Association
- >New York State School Boards Association
- >SCOPE Education Services

**Statement of the Superintendent and/or Board of Education:**

Mr. Cacciola wished everyone a "Happy New Year". He welcomed new Board members Stacy Villagran and Jen Wandasiewicz and Christine Tona the new Executive Director for Curriculum and Instruction. He also welcomed Lucy Campasano and explained that she was not well this evening and could not be in attendance.

Mr. Cacciola noted that he is starting his 37<sup>th</sup> year working in the West Babylon School District. He then congratulated newly elected Board President Diane Thiel and Vice President Diane Klein. Mr. Cacciola presented President Thiel with an achievement award from NYSSBA for receiving 75 points in professional development workshops.

Mr. Cacciola said that the Principals' evaluation plan has been in the papers recently and he was happy to say that West Babylon's plan was filed with the state on time June 29, 2012. He noted that the threat to districts that did not meet the deadline was that the Governor would withhold any increase to state aid for those districts.

Mr. Cacciola said in the next month Board, District and Superintendent goals will be set. He suggested that the district do a more in depth study of the effects of declining enrollment to our district; a process that was started last October with Joan Townley of WSBOCES. He said that he is not suggesting closing a building at this point. He said that the current enrollment is 4300 and it is projected that by 2021 the enrollment will be 3700. He said that a committee would need to be formed with administrators, teachers, community members and the architect. Mr. Cacciola said that he



JULY 10, 2012

'12- 9

would like to hire a facilitator to handle the next step and suggested Mike Keeney from BOCES, who is currently available. He is also hopeful that Roger Smith will assist the district. Trustee DeGaetano said that it is her opinion that this continuation in the study is owed to the district and will assist in answering questions that arise. Trustee Bocca said that he doesn't believe that this is the time to be spending the 8-10,000 dollars it will cost the district to do the study.

Trustees DeGaetano, Gismervik, Klein, Thiel, Villagran and Wandasiewicz approved moving forward  
Trustee Bocca voted against moving forward.

Mr. Cacciola will secure Mr. Keeney and formalize the process with BOCES.

Trustee Gismervik seconded by Trustee Klein made a motion to approve the **Consent Agenda**

The motion was **CARRIED** by all present

**#BE-1**

**RESOLVED:** that the minutes of the following previous meetings, as presented, are hereby approved:

Special Meeting of June 21, 2012  
Regular Meeting of June 25, 2012

**#BE-2**

**RESOLVED:** that the Board of Education of the West Babylon Union Free School District hereby established the following as standard workdays for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body.

| Title                               | Name              | SS#<br>(Last Four Digits) | Standard Work Day<br>(Hrs./Day) | Term Begins/Ends | Participates in the Employer's Timekeeping System Y/N | Days/ Months based on Records of Activities |
|-------------------------------------|-------------------|---------------------------|---------------------------------|------------------|---|---|
| District Clerk/ Senior Clerk Typist | Amy E. Jones      | #XXXX                     | 7 hrs./5 days                   | 7/1/12-6/30/13   | Yes   | N/A   |
| Claims Auditor                      | Denise Longobardi | #XXXX                     | 7 hrs./1 day                    | 7/1/12-6/30/13   | Yes   | N/A   |

**#BE-3**

**RESOLVED:** that the following employee will serve as a member of the Board of Registrar, for the West Babylon School District, for the 2012-2013 school year:

Janet Shields

**#BE-4**

**RESOLVED:** that the West Babylon Board of Education accepts policies, by-laws, rules, regulations and code of ethics adopted by the previous 2011-2012 Board of Education Trustees, for the 2012-2013 school year (Education Law 1709 & 2503).

**#BE-5**

**RESOLVED:** that the 2012-2013 Board of Education regular meetings will begin at 7:00 P.M. on the dates listed below:

**7:00 P.M. — Meeting convenes followed by Student Presentation and/or Executive Session**

**8:00 P.M. — Public Session resumes**

| <b>BOARD MEETING DATES</b>         |
|------------------------------------|
| <b>JULY 10, 2012</b>               |
| <b>JULY 26, 2012 (THURSDAY)</b>    |
| <b>AUGUST 14, 2012</b>             |
| <b>AUGUST 28, 2012</b>             |
| <b>SEPTEMBER 11, 2012</b>          |
| <b>SEPTEMBER 24, 2012 (MONDAY)</b> |
| <b>OCTOBER 9, 2012</b>             |
| <b>OCTOBER 30, 2012</b>            |
| <b>NOVEMBER 13, 2012</b>           |
| <b>NOVEMBER 27, 2012</b>           |
| <b>DECEMBER 11, 2012 *</b>         |
| <b>JANUARY 8, 2013</b>             |
| <b>JANUARY 22, 2013</b>            |
| <b>FEBRUARY 12, 2013</b>           |
| <b>FEBRUARY 26, 2013</b>           |
| <b>MARCH 12, 2013 **</b>           |
| <b>APRIL 9, 2013</b>               |
| <b>APRIL 23, 2013</b>              |
| <b>MAY 7, 2013</b>                 |
| <b>MAY 22, 2013 (WEDNESDAY)</b>    |
| <b>JUNE 11, 2013</b>               |
| <b>JUNE 25, 2013</b>               |

**\*One Board Meeting in December**

**\*\*One Board Meeting in March**

**#BE-6**

**RESOLVED:** that the West Babylon Board of Education authorizes the Board President to sign the staffing Agreement between the West Babylon School District and Home Care Therapies LLC/dba Horizon Healthcare Staffing for the 2012-2013 school year.

**#BE-7**

**RESOLVED:** that the West Babylon Board of Education retroactively approves the contracts with Silver Strong and Associates, LLC, dated April 3, 2012 and June 1, 2012, to provide "Thoughtful Classroom Teacher Effectiveness Rubric Training".

**#BE-8**

**RESOLVED:** that the West Babylon Board of Education endorses the 2012-2014 Shared Decision Making Plan.

**PERSONNEL**

**#PE-1**

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

12-P-1 Professional Personnel  
12-C-1 Civil Service Personnel

SCHEDULE 12-P-1 Professional Personnel Schedule

| NAME                  | POSITION | SCHOOL/<br>AREA | STEP/<br>SALARY | BEG/END<br>APPT. | COMMENTS |
|-----------------------|----------|-----------------|-----------------|------------------|----------|
| <b>Summer School:</b> |          |                 |                 | Summer, 2012     |          |

**Special Education - Elementary Summer School - July 9, 2012 - August 17, 2012 (Mon. - Fri. 5 hrs/30 days)**

|  |  |  |          |  |                         |
|--|--|--|----------|--|-------------------------|
| Elementary Special Education Teaching Assistant: |  |  | \$4,071. |  | K-5<br>[repl. M. Smith] |
| Flood, Tara                                      |  |  |          |  |                         |

**High School Program - Grades 9-12 Summer Institute: July 9, 2012 - August 15, 2012 (Mon. - Thurs. 23 days/2 hrs./section/day)**

|                     |                   |  |                  |         |                             |
|---------------------|-------------------|--|------------------|---------|-----------------------------|
| Spahn, Anna         | Special Education |  | \$2,080./section |         | 2 sections [IDEA 611 Grant] |
| <b>Summer Work:</b> |                   |  |                  | 6/28/12 | [up to 2 hrs. each]         |

**504 Committee Meeting Participants:**

|                    |  |  |              |  |  |
|--------------------|--|--|--------------|--|--|
| Taylor, Jill       |  |  | \$104.66/hr. |  |  |
| Fitzgerald, Jeanne |  |  | \$97.68/hr.  |  |  |
| Clark, Julia       |  |  | \$69.85/hr.  |  |  |

**Reflective Pathway Listserv/Collegial Circle**

|                 |  |  |           |            |               |
|-----------------|--|--|-----------|------------|---------------|
| Carrozzo, Diane |  |  | \$60./hr. | July, 2012 | [6 hrs./each] |
| Granieri, Lisa  |  |  |           |            |               |
| Petter, Rebecca |  |  |           |            |               |
| Romeo, Marta    |  |  |           |            |               |

SCHEDULE 12-P-1 Professional Personnel Schedule

| NAME                         | POSITION               | SCHOOL/<br>AREA | STEP/<br>SALARY | BEG/END<br>APPT. | COMMENTS |
|------------------------------|------------------------|-----------------|-----------------|------------------|----------|
| <b>Clubs &amp; Advisors:</b> |                        | HS              |                 | 2012-2013        |          |
| Iaquinto, Christine          | Art                    |                 | \$1,143.        |                  |          |
| DiStefano, Adrienne          | Art Honor Society      |                 | \$1,143.        |                  |          |
| Cafiero, MaryAnn             | Blue & Gold            |                 | \$4,404.        |                  |          |
| Korchma, Heather             | Blue & Gold            |                 | \$4,404.        |                  |          |
| Hearns, Gabrielle            | Blue & Gold            |                 | \$4,404.        |                  |          |
| Barone, Joseph               | Broadcasters'          |                 | \$1,143.        |                  |          |
| Dombo, Stephen               | Chess                  |                 | \$1,143.        |                  |          |
| Torres, Nicole               | Color Guard/Kickline   |                 | \$2,442.        |                  |          |
| Kilgus, Colleen              | D.E.C.A.               |                 | \$1,143.        |                  |          |
| Carson, Jeffrey              | Dramatics              |                 | \$3,783.        |                  |          |
| Ludwig, Cristina             | Eng.Honor Society/Mag. |                 | \$1,143.        |                  |          |
| Lentricchia, Janet           | F.N.A.                 |                 | \$1,674.        |                  |          |
| Peraza, Rosemary             | Forensics              |                 | \$1,674.        |                  |          |
| Snyder, Scott                | Grade 12 Advisor       |                 | \$2,746.        |                  |          |

|                       |                     |          |
|-----------------------|---------------------|----------|
| Armato, Philip        | Grade 11 Advisor    | \$2,198. |
| Korchma, Heather      | Grade 10 Advisor    | \$1,939. |
| Rogovitz, Eugene      | Grade 9 Advisor     | \$1,939. |
| Prizzi, Theresa       | G.S.A.              | \$1,143. |
| Fealey, Miranda       | International       | \$1,143. |
| Heaton, Bryan         | Jazz Band I         | \$1,143. |
| Heaton, Bryan         | Jazz Band II        | \$1,143. |
| Hearns, Gabrielle     | Leaders'            | \$1,143. |
| Lemmo, Jaime          | Leo                 | \$1,143. |
| Meadows, Dana         | Marching Band       | \$4,913. |
| Scott, Matthew        | Marching Band Asst. | \$3,509. |
| Montalvo, Christina   | Mathematics         | \$1,143. |
| Jonasson, Christopher | Mock Trial          | \$1,674. |
| Montalvo, Andrea      | Mural Painting      | \$1,143. |
| Barone, Joseph        | Musical Director    | \$2,518. |
| Schilt, Brianne       | N.H.S.              | \$1,143. |

SCHEDULE 12-P-1 Professional Personnel Schedule

| NAME                         | POSITION                 | SCHOOL/<br>AREA | STEP/<br>SALARY | BEG/END<br>APPT. | COMMENTS                   |
|------------------------------|--------------------------|-----------------|-----------------|------------------|----------------------------|
| <b>Clubs &amp; Advisors:</b> |                          | HS              |                 | 2012-2013        |                            |
| Ludwig, Cristina             | Newspaper                |                 | \$1,891.50      |                  |                            |
| Berger, Brooke               | "                        |                 | \$1,891.50      |                  |                            |
| Meadows, Dana                | Pit Conductor            |                 | \$1,741.        |                  |                            |
| Hickey, Kelly                | Quiz Bowl                |                 | \$571.50        |                  |                            |
| Malone, Kevin                | "                        |                 | \$571.50        |                  |                            |
| Kelly, Barbara               | Rehearsal Accomp.        |                 | \$1,946.        |                  |                            |
| DeSimone, Gerard             | Robotics                 |                 | \$3,320.        |                  |                            |
| Rogovitz, Eugene             | Robotics Asst.           |                 | \$1,660.        |                  |                            |
| Bauer, Scott                 | "                        |                 | \$1,660.        |                  |                            |
| Tichy, Audrey                | S.E.A.                   |                 | \$1,143.        |                  |                            |
| Jonasson, Christopher        | S.A.D.D.                 |                 | \$1,143.        |                  |                            |
| Meadows, Dana                | Scenic Designer/Playbill |                 | \$1,741.        |                  |                            |
| Hearns, Gabrielle            | Scope                    |                 | \$1,143.        |                  |                            |
| Barone, Joseph               | Show/Jazz Choir          |                 | \$1,143.        |                  |                            |
| Cafiero, MaryAnn             | Staging Director         |                 | \$3,063.        |                  |                            |
| Waldeck, Kristina            | Social Science Research  |                 | \$2,276.        |                  |                            |
| Jonasson, Christopher        | "                        |                 | \$2,276.        |                  |                            |
| Montalvo, Andrea             | Science Olympiad         |                 | \$1,143.        |                  |                            |
| Leidell, Elizabeth           | String Quartet           |                 | \$1,143.        |                  |                            |
| Zinna, Meredith              | Student Council          |                 | \$3,644.        |                  |                            |
| Meadows, Dana                | Tri-M                    |                 | \$1,143.        |                  |                            |
| Antonelli, Gina              | Varsity                  |                 | \$1,143.        |                  |                            |
| Bauer, Scott                 | Web Page Designer        |                 | \$3,783.        |                  |                            |
| Iaquinto, Christine          | Yearbook                 |                 | \$3,783.        |                  |                            |
| <b>Clubs &amp; Advisors:</b> |                          | JH              |                 | 2012-2013        |                            |
| Heaton, Bryan                | Jazz Band Gr. 6          |                 | \$2,073.        |                  |                            |
| Hirsch, Malcolm              | Peer Advisory Program    |                 | \$1,143.        |                  | [repl. International Club] |

|                  |                    |          |                    |
|------------------|--------------------|----------|--------------------|
| LaRocco, Caitlin | Art Club Gr. 6     | \$1,143. | [repl. E. Bodolai] |
| "                | Art Club Gr. 7 & 8 | \$1,143. | [repl. E. Bodolai] |

SCHEDULE 12-P-1 Professional Personnel Schedule

| NAME | POSITION | SCHOOL/<br>AREA | STEP/<br>SALARY | BEG/END<br>APPT. | COMMENTS |
|------|----------|-----------------|-----------------|------------------|----------|
|------|----------|-----------------|-----------------|------------------|----------|

|   |                 |    |        |           |                    |
|---|-----------------|----|--------|-----------|--------------------|
| <b>Elementary Clubs &amp; Advisors:</b> |                 |    |        | 2012-2013 |                    |
| Soldano, Susan                          | Student Council | SA | \$506. |           | [repl. H Paganica] |
| TBD                                     | Math Olympiads  | SA | \$366. |           | [repl. S. Soldano] |

|   |                 |  |          |             |                                 |  |
|---|-----------------|--|----------|-------------|---------------------------------|--|
| <b>Elementary Music:</b>                |                 |  |          | \$1,829.    | 2012-2013                       |  |
| Finocchio, Dominique                    | Band (Blue)     |  |          |             |                                 |  |
| "                                       | Band (Jazz)     |  |          |             |                                 |  |
| Kahler, Danielle                        | Band (Gold)     |  |          |             |                                 |  |
| Uhl, James                              | Orchestra       |  |          |             |                                 |  |
| Cicogna, Deborah                        | Orchestra Asst. |  | \$914.50 |             | [contingent-pending enrollment] |  |
| <b>Alternative Evening High School:</b> |                 |  |          | \$34.85/hr. | 2012-2013                       |  |

|                       |                                   |  |  |  |  |
|-----------------------|-----------------------------------|--|--|--|--|
| Suthakar, Christina   | Biology                           |  |  |  |  |
| Fiorelli, Carly       | English                           |  |  |  |  |
| Koudelka, Tiffany     | "                                 |  |  |  |  |
| Satriano, Paul        | Guidance Counselor                |  |  |  |  |
| Pantaleo, Nicholas    | Mathematics                       |  |  |  |  |
| Axelson, Gregory      | Physical Ed./Health               |  |  |  |  |
| "                     | Physical Ed./Health (Independent) |  |  |  |  |
| Konopa, Kenneth       | Science                           |  |  |  |  |
| Armato, Philip        | Social Studies                    |  |  |  |  |
| Jonasson, Christopher | "                                 |  |  |  |  |
| Clark, Kathryn        | "                                 |  |  |  |  |
| Losito, Christopher   | Social Studies (Independent)      |  |  |  |  |
| Romeo, Marta          | Spanish                           |  |  |  |  |

SCHEDULE 12-P-1 Professional Personnel Schedule

| NAME | POSITION | SCHOOL/<br>AREA | STEP/<br>SALARY | BEG/END<br>APPT. | COMMENTS |
|------|----------|-----------------|-----------------|------------------|----------|
|------|----------|-----------------|-----------------|------------------|----------|

|                                    |                           |       |  |            |  |
|------------------------------------|---------------------------|-------|--|------------|--|
| <b>Student Teachers/Observers:</b> |                           |       |  | Fall, 2012 |  |
| Gilgan, Dana                       | ESL                       | JH    |  |            |  |
| Heaton, Jennifer                   | Special Education         | SB/SA |  |            |  |
| McCasin, Craig                     | Technology Education      | JH    |  |            |  |
| Miller, Justina                    | English/Special Education | JH    |  |            |  |
| Pawa, Suman                        | Elementary                | FA    |  |            |  |
| Perl, Heather                      | Elementary                | SA/SB |  |            |  |
| Quintana, Allison                  | Elementary                | SB    |  |            |  |

|                            |            |    |  |            |  |
|----------------------------|------------|----|--|------------|--|
| <b>Psychology Interns:</b> |            |    |  | Fall, 2012 |  |
| Errico, Karen              | Psychology | FA |  |            |  |
| Lauretta, Kaitlyn          | Psychology | HS |  |            |  |

|                                    |    |           |           |
|------------------------------------|----|-----------|-----------|
| <b><u>Substitute Teachers:</u></b> | DW | \$90./day | 2012-2013 |
|------------------------------------|----|-----------|-----------|

Agosta, Meighan  
 Agtuca, Alia  
 Agulla, Ashley  
 Appel, Charles  
 Asher, Samantha  
 Baldauf, Mona  
 Belford, Jeannine  
 Benjamin, Cathy  
 Billings, Natalia  
 Blum, Janet  
 Bocca, James  
 Boring, Gayle  
 Borthwick, Erica  
 Borzelleca, Frances  
 Burgsdorff, Herbert

SCHEDULE 12-P-1 Professional Personnel Schedule

| NAME                               | POSITION | SCHOOL/<br>AREA | STEP/<br>SALARY | BEG/END<br>APPT. | COMMENTS |
|------------------------------------|----------|-----------------|-----------------|------------------|----------|
| <b><u>Substitute Teachers:</u></b> |          | DW              | \$90./day       | 2012-2013        |          |
| Byalick, Jennifer                  |          |                 |                 |                  |          |
| Caggiano, Nicole                   |          |                 |                 |                  |          |
| Cahill, Jessica                    |          |                 |                 |                  |          |
| Carter, Kristin                    |          |                 |                 |                  |          |
| Ceccarelli, Christina              |          |                 |                 |                  |          |
| Chiarelli, Graziella               |          |                 |                 |                  |          |
| Colletti, Lauren                   |          |                 |                 |                  |          |
| Congiusta, Michele                 |          |                 |                 |                  |          |
| Conte, Mary                        |          |                 |                 |                  |          |
| Cooper, Jamie Lee                  |          |                 |                 |                  |          |
| Craig, Amanda                      |          |                 |                 |                  |          |
| Crapo, Kristin                     |          |                 |                 |                  |          |
| Cross, Stephanie                   |          |                 |                 |                  |          |
| Cuty, James                        |          |                 |                 |                  |          |
| DeFalco, Gina                      |          |                 |                 |                  |          |
| DeLauro, Joanie                    |          |                 |                 |                  |          |
| Delprete, Linda                    |          |                 |                 |                  |          |
| Denigris, Christopher              |          |                 |                 |                  |          |
| D'Esposito, Angela                 |          |                 |                 |                  |          |
| Dunlop, Robert                     |          |                 |                 |                  |          |
| Earley, Debra                      |          |                 |                 |                  |          |
| Enriquez, Jonathan                 |          |                 |                 |                  |          |
| Eskanazy, Marisa                   |          |                 |                 |                  |          |
| Ferguson, Dana                     |          |                 |                 |                  |          |
| Ferretti, Heather                  |          |                 |                 |                  |          |
| Figueiredo, Kerry                  |          |                 |                 |                  |          |
| Fiorillo, Mary Anne                |          |                 |                 |                  |          |

Flood, Tara  
 Frole, Katie  
 Gaffney, Mandy

SCHEDULE 12-P-1 Professional Personnel Schedule

| NAME                               | POSITION | SCHOOL/<br>AREA | STEP/<br>SALARY | BEG/END<br>APPT. | COMMENTS |
|------------------------------------|----------|-----------------|-----------------|------------------|----------|
| <b><u>Substitute Teachers:</u></b> |          | DW              | \$90./day       | 2012-2013        |          |
| Gerardi, Michael                   |          |                 |                 |                  |          |
| Gibbons, Hubert                    |          |                 |                 |                  |          |
| Gilgan, Dana                       |          |                 |                 |                  |          |
| Gilmore, Nancy                     |          |                 |                 |                  |          |
| Goebel, Patricia                   |          |                 |                 |                  |          |
| Grady, Michael                     |          |                 |                 |                  |          |
| Gromer, Michelle                   |          |                 |                 |                  |          |
| Horstmann, Gerard                  |          |                 |                 |                  |          |
| Intreglia, Margaret                |          |                 |                 |                  |          |
| Kappenberg, Mary                   |          |                 |                 |                  |          |
| Karatnytsky, Patricia              |          |                 |                 |                  |          |
| Kaufman, Michele                   |          |                 |                 |                  |          |
| Koehler, Rosemary                  |          |                 |                 |                  |          |
| Koentje, Nicholas                  |          |                 |                 |                  |          |
| Kostiw, B. Thomas                  |          |                 |                 |                  |          |
| Koudelka, Tiffany                  |          |                 |                 |                  |          |
| Kronenbitter, Raymond              |          |                 |                 |                  |          |
| Kushner, Gary                      |          |                 |                 |                  |          |
| LaRosa, Nicole                     |          |                 |                 |                  |          |
| Lentricchia, August                |          |                 |                 |                  |          |
| Loggia, Christina                  |          |                 |                 |                  |          |
| Lohmann, Robert                    |          |                 |                 |                  |          |
| Lucivero, Christina                |          |                 |                 |                  |          |
| Mangia, MaryAnn                    |          |                 |                 |                  |          |
| Martinez, Lilia                    |          |                 |                 |                  |          |
| Matthews, Autumn                   |          |                 |                 |                  |          |
| McGrath, Steven                    |          |                 |                 |                  |          |
| McManus, Leila                     |          |                 |                 |                  |          |
| Mortimer-Baden, Linda              |          |                 |                 |                  |          |
| Muggeo, Michelle                   |          |                 |                 |                  |          |

SCHEDULE 12-P-1 Professional Personnel Schedule

| NAME                               | POSITION | SCHOOL/<br>AREA | STEP/<br>SALARY | BEG/END<br>APPT. | COMMENTS |
|------------------------------------|----------|-----------------|-----------------|------------------|----------|
| <b><u>Substitute Teachers:</u></b> |          | DW              | \$90./day       | 2012-2013        |          |
| Nauronis, Melissa                  |          |                 |                 |                  |          |
| Niehoff, Melissa                   |          |                 |                 |                  |          |
| Nocella, Kathleen                  |          |                 |                 |                  |          |
| Novomestky, Deborah                |          |                 |                 |                  |          |

Ofenloch, Jessica  
 Olszewski, Darlene  
 Pantaleo, Nicholas  
 Parisilas (Leis), Michelle  
 Peace, Stephanie  
 Pecan, Valerie  
 Penn, Linda  
 Pepe, Mark  
 Petrone, Kevin  
 Pinola, Jonathan  
 Powers, Daniel  
 Quinn, Denise  
 Quinn, Stephen  
 Rabaglia, Michelle  
 Ramirez, Joanne  
 Rowcroft, Richard  
 Rymer, Erin  
 Saar, Wendy  
 Saffren, Barry  
 Sanalidro, Ann  
 Sandie, Dana  
 Scala, Nicole  
 Schrank, John  
 Seibert, Kaitlyn

SCHEDULE 12-P-1 Professional Personnel Schedule

| NAME                               | POSITION | SCHOOL/<br>AREA | STEP/<br>SALARY | BEG/END<br>APPT. | COMMENTS |
|------------------------------------|----------|-----------------|-----------------|------------------|----------|
| <b><u>Substitute Teachers:</u></b> |          | DW              | \$90./day       | 2012-2013        |          |
| Serviss, Tiffany                   |          |                 |                 |                  |          |
| Shepard, Kristin                   |          |                 |                 |                  |          |
| Simone, Linda                      |          |                 |                 |                  |          |
| Sparacio, Francesca                |          |                 |                 |                  |          |
| Squicciarini, Domenico             |          |                 |                 |                  |          |
| Stuart, Patricia                   |          |                 |                 |                  |          |
| Szybkowski, Dawn                   |          |                 |                 |                  |          |
| Tannenbaum, Shawn                  |          |                 |                 |                  |          |
| Tanzman, Krista                    |          |                 |                 |                  |          |
| Terysen, Holly                     |          |                 |                 |                  |          |
| Thompson, Jeffrey                  |          |                 |                 |                  |          |
| Thorschmidt, Joanne                |          |                 |                 |                  |          |
| Tomeo, Patricia                    |          |                 |                 |                  |          |
| Tonini, Nicholas                   |          |                 |                 |                  |          |
| Twardy, Patricia                   |          |                 |                 |                  |          |
| Vella, Suzanne                     |          |                 |                 |                  |          |
| Waldman, Lisa                      |          |                 |                 |                  |          |
| Ward, Anna                         |          |                 |                 |                  |          |
| Warner, Kathleen                   |          |                 |                 |                  |          |
| Wegenaar, David                    |          |                 |                 |                  |          |



Weintraub, Rhonda  
 Williams, Kim  
 Winchester, Megan  
 Woessner, Nicole  
 Woolsey, Ashley  
 Zinser, Christine  
 Zito, William  
 Zito-Farello, Mary

SCHEDULE 12-P-1 Professional Personnel Schedule

| NAME                                 | POSITION | SCHOOL/<br>AREA | STEP/<br>SALARY | BEG/END<br>APPT. | COMMENTS |
|--------------------------------------|----------|-----------------|-----------------|------------------|----------|
| <b>Registered Nurse Substitutes:</b> |          | DW              | \$120./day      | 2012-2013        |          |
| Buccinna, Kimberly                   |          |                 |                 |                  |          |
| Caldas, Candida                      |          |                 |                 |                  |          |
| Feeney, Margaret                     |          |                 |                 |                  |          |
| Gorman, Nancy                        |          |                 |                 |                  |          |
| Graham, Erin                         |          |                 |                 |                  |          |
| Knox, Loredana                       |          |                 |                 |                  |          |
| McNulty, Karen                       |          |                 |                 |                  |          |
| Misiano-Ippolito, Maria              |          |                 |                 |                  |          |
| Renzulli, Christine                  |          |                 |                 |                  |          |
| Trial, Laurie                        |          |                 |                 |                  |          |
| Zimmerman, Josephine                 |          |                 |                 |                  |          |
| <b>Home Tutor:</b>                   |          | DW              | \$58.49/hr.     | 2012-2013        |          |
| Pavlic, Nancy                        |          |                 |                 |                  |          |

SCHEDULE 12-C-1 Civil Service Personnel Schedule

| NAME            | POSITION                                  | SCHOOL/<br>AREA | STEP/<br>SALARY | BEG/END<br>APPT. | COMMENTS    |
|-----------------|---|-----------------|-----------------|------------------|-------------|
| Pastore, Gloria | Paraprofessional<br>(school teacher aide) | JK              |                 | 6/30/12          | Resignation |
| Ryan, Meghan    | Paraprofessional<br>(special ed. aide)    | TA              |                 | 6/30/12          | Resignation |
| Farina, Arleen  | PT/Clerk Typist                           | AEHS            | \$13./hr.       | 2012-2013        |             |

**FINANCE**

**#FI-1**

WHEREAS,

It is the plan of a number of public school districts in **Nassau/Suffolk Counties**, New York to bid jointly on selected Food Service Commodities, Food and Food Service Supplies for the 2012-2013 school year.

JULY 10, 2012

'12- 18

WHEREAS, The **West Babylon School District** is desirous of participating with other districts in **Nassau/Suffolk Counties** in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-0; and,

WHEREAS, The **West Babylon School District** wishes to appoint a committee to assume the responsibility for the drafting of specifications, advertising for bids, accepting and opening bids, reporting the results to the boards of education and making recommendations thereon; therefore,

BE IT RESOLVED, that the **Board of Education of the West Babylon School District** hereby appoints the **Long Island School Food Service Directors Association Cooperative Bid Committee** to represent it in all matters related above; and,

BE IT FURTHER RESOLVED, that the **West Babylon School District Board of Education** authorizes the above mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities; and,

BE IT FURTHER RESOLVED, that the **West Babylon School District Board of Education** agrees to assume its equitable share of the costs of the cooperative bidding; and,

BE IT FURTHER RESOLVED, that the **West Babylon School District Board of Education** agrees (1) to abide by majority decisions of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee; (3) that after award of contract(s), it will conduct all negotiations directly with the successful bidder(s).

**#FI-2**

**RESOLVED:** that the West Babylon Board of Education agrees to extend the West Babylon Driver Education In-Car Contract with Fitzgerald's Driving School, Inc. at a rate of \$250.00 per student to be effective during Fall 2012/Spring 2013 and Summer 2013.

**#FI-3**

**RESOLVED:** that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$3,270.22, from the Stop and Shop "A+ Bonus Bucks" program. The donation will be deposited into the Junior High School's Trust and Agency account.

**#FI-4**

**RESOLVED:** that the Senior High School Exhaust Fan Bid # CAP-23-12, as attached, be awarded to JNS Heating Service Inc., as the company was the lowest responsible bidder.

**CURRICULUM**

**#CU-1**

**RESOLVED:** that the West Babylon Board of Education declares the following materials, located at the Junior High School, obsolete:

1. "Mathematics Connections"  
Publisher: Heath  
Copyright: 1996  
145 copies
2. "Microsoft Office 2003, Introductory Course"  
Publisher: Thompson  
Author: Pasewark & Pasewark  
53 copies
3. "Microsoft Office, Windows, Web and Graphics 2007 — Professor/Teacher"  
CD/DVD Rom  
22 boxes

The above materials are outdated.

**STUDENT SERVICES**

**#SS-1**

**RESOLVED:** that the recommendations of the Committee on Special Education be approved.

**POLICY REVIEW:**

Trustee Bocca seconded by Trustee DeGaetano made a motion to adopt agenda items A-G

The motion was **CARRIED** by all present

- File: 1050** Annual District Election and Budget Vote (Third time adoption)
- File: 2260** Advisory Committees to the Board (Third time adoption)
- File: 2342** Agenda Preparation and Dissemination (Third time adoption)
- File: 5280** Interscholastic Athletics (Third time adoption)
- File: 5500** Student Records (Third time adoption)
- File: 6700** Purchasing (Third time adoption)
- File: 8110** School Building Safety (Third time adoption)

The Following policies were reviewed by the trustees and remain unchanged:

- File: 6240** Investments (Annual Review)
- File: 6240-R** Investments Regulation – (Annual Review)
- File: 6700-R** Purchasing –Regulation (Annual Review)

**#6240 INVESTMENTS**

**Scope** This investment policy applies to all monies and other financial resources available for investment on behalf of the West Babylon UFSD (the District) or on behalf of any other entity or individual which has entrusted its funds to the District.

**Objectives**

The primary objectives of the district’s investment activities are, in priority order:

- To conform with all applicable federal, state and other legal requirements (legal);
- To adequately safeguard principal and to minimize risk (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity);
- To obtain a reasonable rate of return (yield).

**Delegation of Authority** Under the direction of the Superintendent of Schools, the Executive Director for Finance and Operations shall have primary responsibility for administering this policy. He/She shall establish written procedures for the operation of the invest program consistent with these investment guidelines. Such procedures shall include and adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information so as to provide guidance for those entrusted to carry out investment procedures.

**Prudence** All participants in the investment process shall act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the district. Investments shall be made with judgment and care, seeking competitive quotations, under circumstances then prevailing, in which persons of prudence, discretion and intelligence exercise the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that should conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

**Diversification** When possible, the district shall diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

**Internal Controls** All monies collected by any officer or employee of the district shall be transferred to the District Treasurer within two days of their receipt, or within the time period specified in law, whichever is shorter.

The Executive Director for Finance and Operations is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

**Designation of Depositories** The banks and trust companies authorized for the deposit of monies shall be designated annually at the reorganization meeting of the Board and thereafter as circumstances require. Such authorization shall specify the limits of deposits at each banking institution.

**Collateralizing of Deposits** In accordance with the provisions of the General Municipal Law, all deposits of the district, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by a pledge of "eligible securities" with an aggregate "market value" as provided by General Municipal Law section 10, at least equal to the aggregate amount of deposits from obligations insured or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, or an agency thereof. Such eligible securities may include U.S. Treasury Strips at the appropriate percent of market value.

All securities either pledged as collateral on an investment or purchased through a repurchase agreement must additionally be approved by the District Treasurer who shall maintain said list.

**Safekeeping and Collateralization** Eligible securities used for collateralizing deposits shall be held by a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure district deposits with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events of default which will enable the district to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the Executive Director for Finance and Operations, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the district or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for the district, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of reevaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the district a perfected interest in the securities.

**Permitted Investments** As authorized by the General Municipal Law, the District Treasurer shall invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of Deposit issued by a bank or trust company located in and authorized to do business in New York State;
- Obligations of the United States Government of America
- Obligations of or guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America.

All investment obligations shall be payable or redeemable at the option of the district within such times as the proceeds will be needed to meet expenditures for purposes for which monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Executive Director for Finance and Operations within two years of the date of purchase.

**Authorized Financial Institutions and Dealers** The district shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the institutions with which the district conducts business must be credit worthy. Banks shall provide their most recent financial statement or Consolidated Report of Condition [Call Report] at the request of the district. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The

district's Executive Director for Finance and Operations and is responsible for evaluating the financial position of maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

**Purchase of Investments** The District Treasurer is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner; or
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the Board.

All purchased obligations, unless registered or inscribed in the name of the district, shall be purchased through, delivered to, and held in the custody of a bank or trust company chartered in the State of New York. Such obligations shall be purchased, sold or presented for redemption or authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the district by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law.

The custodial agreement shall provide that securities held by the bank or trust company as agent of and custodian for the district, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the district a perfected interest in the securities.

**Repurchase Agreements** Repurchase agreements are authorized subject to the following restrictions:

- The purchased securities shall be held by a third party custodian other than the trading partner;
- All repurchase agreements must be entered into, subject to a Master Repurchase Agreement;
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers;
- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America;
- No substitution of securities will be allowed during the term of the agreement.

**Annual Review** This policy shall be reviewed each year by the Board at the annual re-organizational meeting and may be amended from time to time in accordance with the provisions of section 39 of the General Municipal Law.

**Ref:** Education Law §§1604-a; 1723-a; 3651; 3652  
 Local Finance Law §§24.00, 25.00, 165.00  
 General Municipal Law §§6(d), 6(j); 6 (l-n, p, r); 10; 11; 39

Replaces former policy DG  
 Adoption date: November 7, 2011

**#6240-R INVESTMENTS REGULATION**

**Authorized Investments**

- A. The Treasurer is authorized to invest all available district funds, including proceeds of obligations and Reserve Funds, in the following types of investment instruments:  
 Savings Accounts or Money Market Accounts of designated banks;  
 Certificates of Deposit issued by a bank or trust company located in and authorized to do business in New York State;

Demand Deposit Accounts in a bank or trust company located in and authorized to do business in New York State; Obligations of New York State;  
 Obligations of the United States Government (U.S. Treasury Bills and Notes);

Repurchase Agreements involving the purchase and sale of direct obligations of the United States;

- B. All funds may be invested in Revenue Anticipation Notes or Tax Anticipation Notes of other school districts and municipalities, with the

approval of the State Comptroller.

- C. Only Reserve Funds established by sections 6-d, 6-j, 6-l, 6-m and 6-n of General Municipal Law may be invested in obligations of the school district.

### Conditions

All investments made pursuant to this investment policy will comply with the following conditions:

#### A. Collateral

1. Savings accounts, money market accounts, time deposit accounts and certificates of deposit will be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State, the United States, New York State school districts and federal agencies whose principal and interest are guaranteed by the United States. The market value of collateral will at all times exceed the principal amount of the certificate of deposit. Collateral will be monitored no less frequently than on a weekly basis.
2. Collateral will not be required with respect to the direct purchase of obligations of New York State, the United States and federal agencies, the principal and interest of which are guaranteed by the United States Government.

#### B. Delivery of Securities

1. Payment of funds may only be made upon receipt of collateral or other acceptable form of security, or upon the delivery of government obligations whether such obligations are purchased outright, or pursuant to a repurchase agreement. Written confirmation of delivery shall be obtained from the custodial bank.
2. Every Repurchase Agreement will make payment to the seller contingent upon the seller's delivery of obligations of the United States to the Custodial Bank designated by the school district, which shall not be the repurchase, or in the case of a book-entry transaction, when the obligations of the United States are credited to the Custodian's Federal Reserve account. The seller will not be entitled to substitute securities. Repurchase agreements shall be for periods of 30 days or less. The Custodial Bank shall confirm all transactions in writing to insure that the school district's ownership of the securities is properly reflected in the records of the Custodial Bank.

#### C. Written Contracts

1. Written contracts are required for certificates of deposit and custodial undertakings and Repurchase Agreements. With respect to the purchase of direct obligations of U.S., New York State, or other governmental entities in which monies may be invested, the interests of the school district will be adequately protected by conditioning payment on the physical delivery of purchased securities to the school district or custodian, or in the case of book-entry transactions, on the crediting of purchased securities to the Custodian's Federal Reserve System account. All purchases will be confirmed promptly in writing to the school district.
2. The following written contracts are required:
  - a. Written agreements will be required for the purchase of all certificates of deposit.
  - b. A written contract will be required with the Custodial Bank(s).
  - c. Written contracts shall be required for all Repurchase Agreements. Only credit-worthy banks and primary reporting dealers shall be qualified to enter into a Repurchase Agreement with the school district.

The written contract will stipulate that only obligations of the United States may be purchased and that the school district shall make payment upon delivery of the securities or the appropriate book-entry of the purchased securities. No specific repurchase agreement will be entered into unless a master repurchase agreement has been executed between the school district and the trading partners. While the term of the master repurchase agreement may be for a reasonable length of time, a specific repurchase agreement will not exceed thirty (30) days.

#### D. Designation of Custodial Bank

1. The Board will designate a commercial bank or trust company authorized to do business in the State of New York to act as Custodial Bank of the school district's investments. However, securities may not be purchased through a Repurchase Agreement with the Custodial Bank.
2. When purchasing eligible securities, the seller will be required to transfer the securities to the district's Custodial Bank.

#### E. Selection of Financial Institutions

1. The Treasurer will periodically monitor, to the extent practical but not less than annually, the financial strength, credit-worthiness, experience, size and any other criteria of importance to the district, of all institutions and trading partners through which the district's investments are made.

2. Investments in time deposits and certificates of deposit are to be made only with commercial banks or trust companies, as permitted by law.

**F. Operations, Audit, and Reporting**

1. The Treasurer or designee will authorize the purchase and sale of all securities and execute contracts for investments and deposits on behalf of the school district. Oral directions concerning the purchase or sale of securities will be confirmed in writing. The school district will pay for purchased securities upon the simultaneous delivery or book-entry thereof.
2. The school district will encourage the purchase and sale of securities through a competitive process involving telephone solicitation for at least three quotations.
3. The independent auditors will audit the investment proceeds of the school district for compliance with the provisions of this Investment Regulation.
4. Monthly investment reports will be furnished to the Board of Education.

Ref: Education Law §§1604-a; 1723-a; 3651; 3652 - Local Finance Law §§24.00, 25.00, 165.00  
General Municipal Law §§6(d); 6(j); 6(l-n, p, r); 10; 11; 39

Promulgated: November 7, 2011

**#6700-R - PURCHASING REGULATION**

The following sets forth the procedures for the procurement of goods and services by the district:

**I. Definitions**

Purchase Contract: a contract involving the acquisition of commodities, materials, supplies or equipment

Public Work Contract: a contract involving services, labor or construction

**II. General Municipal 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. 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.

**III. Competitive Bidding Required**

**A. Method of Determining Whether Procurement is Subject to Competitive Bidding**

1. The district will first determine if the proposed procurement is a purchase contract or a contract for public work.
2. If the procurement is either a purchase contract or a contract for public work, the district will then determine whether the amount of the annual procurement is above the applicable monetary threshold as set forth above.
3. The district will also determine whether any exceptions to the competitive bidding requirements (as set forth below) exist.

**B. Contract Combining Professional Services and Purchase**

In the event that a contract combines the provision of professional services and a purchase, the district, in determining the appropriate monetary threshold criteria to apply to the contract, will determine whether the professional service or the purchase is the predominant part of the transaction.

**C. Opening and Recording Bids; Awarding Contracts**

The Executive Director for Finance and Operations will be authorized to open and record bids. Contracts will be awarded by the Board of Education to the lowest responsible bidder (as recommended by the Executive Director for Finance and Operations), who has furnished the required security after responding to an advertisement for sealed bids.

**D. Documentation of Competitive Bids**

The district will maintain proper written documentation which will set forth the method in which it determined whether the procurement is a purchase or a public work contract.

Proper written documentation will also be required when a contract is not awarded to the vendor submitting the lowest quote, setting forth the reasons therefore. That vendor may be given an opportunity to defend his product and/or reputation before the Board of Education.

A quote which exceeds the bid limit will be awarded only when such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law. The district will provide justification and documentation of any such contract awarded.

**E. Purchase of Instructional Materials**

In accordance with Education Law the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats (i.e., any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as a accommodation for a disabled student enrolled in the district, including but not limited to Braille, large print, open and closed captioned, audio or an electronic file in an approved format.)

The district will establish and follow a plan to ensure that every student with a disability who needs his or her instructional materials in an alternative format will receive those materials at the same time that they are available to non-disabled students.

**F. Leases of Personal Property**

In addition to the above-mentioned competitive bidding requirements, section 1725 of the Education Law requires that the district will be subject to competitive bidding requirements for purchase contracts when it enters into a lease of personal property.

Documentation: The district will maintain written documentation such as quotes, cost-benefit analysis of leasing versus purchasing, etc.

**G. Environmentally-Sensitive Cleaning and Maintenance Products**

The district will purchase and utilize environmentally sensitive cleaning and maintenance products whenever feasible. The Executive Director for Finance and Operations will consult with the Green Guidelines provided by the Office of General Services.

Any legal issues regarding the applicability of competitive bidding requirements will be presented to the school attorney for review.

**IV. Exceptions to Competitive Bidding Requirements**

The district will not be subject to competitive bidding requirements when the Board of Education, in its discretion, determines that one of the following situations exists:

**1. emergency situations where:**

- a. the situation arises out of an accident or unforeseen occurrence or condition;
- b. a district building, property, or the life, health, or safety of an individual on district property is affected; or
- c. the situation requires immediate action which cannot await competitive bidding.

However, when the Board passes a resolution that an emergency situation exists, the district will make purchases at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

Documentation: The district will maintain records of verbal (or written) quotes;



2. when the district purchases surplus or second-hand supplies, materials or equipment from the federal or state governments or from any other political subdivision or public benefit corporation within the state.

Documentation: The district will maintain market price comparisons (verbal or written quotes) and the name of the government entity;

3. when the Board separately purchases eggs, livestock, fish and dairy products (other than milk), juice, grains and species of fresh fruits and vegetables directly from producers or growers. The amount expended in any fiscal year by the district may not exceed an amount equal to fifteen cents multiplied by the number of days in the school year multiplied by the total enrollment of the district.

Documentation: The district will maintain documentation consistent with sections 114.3 of the Regulations of the Commissioner of Education;

4. when the Board separately purchases milk directly from licensed milk processors employing less than forty (40) people. The amount expended in any fiscal year by the district may not exceed an amount equal to twenty-five cents multiplied by the number of days in the school year multiplied by the total enrollment of the district or exceed the current market price.

Documentation: The district will maintain documentation consistent with section 114.4 of the Regulations of the Commissioner of Education; or

5. when there is only one possible source from which to procure goods or services required in the public interest.

Documentation: The district will maintain written documentation of the unique benefits of the item or service purchased as compared to other items or services available in the marketplace; that no other item or service provides substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the item or service is reasonable, when compared to conventional methods. In addition, the documentation will provide that there is no possibility of competition for the procurement of the goods.

#### IV. Standardization

Upon the adoption of a resolution by a vote of 3/5ths of the Board stating that, for reasons of efficiency or economy, there is a need for standardization, purchase contracts for a particular type or kind of equipment, material or supplies of more than \$20,000 may be awarded to the lowest responsible bidder furnishing the required security after advertisement for sealed bids. The resolution must contain a full explanation of the reasons for its adoption.

#### V. Quotes 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.

The following procedures shall be used for public works or purchase contracts below the bid limits:

- a. State contracts, county contracts, municipal agreements, BOCES Cooperative Purchasing Agreements, Corcraft (New York Prison System), Industries for the Blind, or Industries for the Disabled may be used whenever feasible for purchases below the state bid limit.
- b. The district may elect to bid items even though they fall below the state bid limit.
- c. For all other public works or purchase contracts below the bid limits, the following procedures shall be used:  
**For purchases under \$1,000** — When not feasible to purchase as per paragraph "a" above, no quotations shall be required.

**For purchases between \$1,000 and \$2,000** — When not feasible to purchase as per paragraph "a" above, a minimum of three (telephone, FAX, or written) quotations shall be solicited for each such purchase and attached to the purchase requisition when it is submitted to the Business Office for approval. Verbal and written quotations shall be written on the

district form provided for this purpose. Quotations may be obtained by the originator of the purchase.

**For purchases between \$2,000 and \$20,000** – When not feasible to purchase as per paragraph “a” above, a minimum of three (3) written quotations shall be solicited for each such purchase and attached to the purchase requisition when it is submitted to the Business Office for approval. Written quotations shall be written on the district form provided for this purpose. Written quotations shall be written on the district form provided for this purpose. Written quotations may be obtained by chairpersons, directors, building administrators, operational administrators or central office administrators.

**For public works contracts between \$20,000 and \$35,000** – When not feasible to purchase as per paragraph “a” above, the Business Office shall be contacted and shall obtain at least three (3) written quotes.

d. In all instances listed above:

- When the lowest quotation is not used, reasons must be stated on the quotation form;
- All quotations must include shipping and handling;
- A minimum of three (3) quotations must be attached to the purchase order;
- When three quotations cannot be obtained, reasons are to be specified on the quotation form;
- Any purchase incentives must be listed on the quotation form.

e. When prior knowledge exists that the total of Purchase Contracts or Public Works Contracts for the school year will exceed the bid limit, it is the obligation of the purchaser to contact the Business Office for competitive bidding. Similarly, when the purchaser knows that the total of Purchase Contracts or Public Works Contracts for the school year will exceed \$1,000, it is the obligation of the purchaser to obtain verbal or written quotations in accordance with “c” above.

Replaces former policies DJ-R and DJC

Adoption date: November 7, 2011

**OLD/NEW BUSINESS:**

**COMMITTEES:** Mrs. Thiel and Mr. Cacciola explained that the committees will be re-established at the next Board meeting. Mrs. Thiel asked Mrs. Jones to send the list of committees and the committee members to the trustees and asked that they review the committees to consider which committee they may want to be on this year. Mr. Cacciola will also send information about Board and District Goals in News & Notes.

Trustee James Bocca seconded by Trustee Villagran made a motion to executive session at 8:27 pm.

The motion was **CARRIED** by all present

Trustee James Bocca seconded by Trustee Klein made a motion to adjourn at 9:27 pm.

The motion was **CARRIED** by all present

Attested to: \_\_\_\_\_  
District Clerk