

- B. PERSONNEL
 - ** (R) 11-P-1 Professional Personnel
 - ** (R) 11-C-1 Civil Service Personnel (Res. #PE-1)

- C. FINANCE
 - ** (R) Budget Transfers (Res. #FI-1)
 - ** (R) Designation of 2010-2011 Non-Calendar Religious Holidays (Res. #FI-2)
 - ** (R) Long Island School Food Service Directors Association Cooperative Bid (Res. #FI-3)

- D. CURRICULUM
 - ** (R) Declaration of Obsolete Technology Textbook (Res. #CU-1)

- E. FACILITIES
 - ** (R) Acceptance of Donation (Res. #FA-1)

- 17. Policy Review:
 - A. Board Review - Investments (Review) (File:DG)
 - B. Board Review - School District Purchasing (Review) (File:DJ)
 - C. Board Review - School District Purchasing Policy-Administrative Regulations (Review) (File:DJ-R)
 - D. Board Review - Data Disaster Recovery Plan (Second Time Discussion) (File:1120.1)
 - E. Board Review - Fund Balance Policy (Third Time Adoption) (File:6610)

- 18. Old Business

- 19. New Business

- 20. Adjournment [This should take place by 11:00 P.M.]

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

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

ORGANIZATION MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – JULY 12, 2011

RESOLUTIONS

#1 - BOARD OF EDUCATION PRESIDENT

Nominated _____ Nominated by _____

Seconded by _____

Nominated _____ Nominated by _____

Seconded by _____

_____ moved nominations be closed. Seconded by _____

Vote:

#2 - BOARD OF EDUCATION VICE PRESIDENT

Nominated _____ Nominated by _____

Seconded by _____

Nominated _____ Nominated by _____

Seconded by _____

_____ moved nominations be closed. Seconded by _____

Vote:

#3 - Motion by _____ Seconded by _____

RESOLVED: that **Schedule 11-A-1**, Board of Education Appointments, be approved, as attached.

#4 - Motion by _____ Seconded by _____

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) |
| <u>State Bank of Long Island:</u> | 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 - Motion by _____ Seconded by _____

RESOLVED: that the **Babylon Beacon, Newsday, and South Bay's Official Shopping Newspaper**, be designated the official newspapers of the school district for the 2011-2012 school year.

#6 - Motion by _____

Seconded by _____

RESOLVED: that the following Petty Cash Accounts be established:

Mr. Anthony Cacciola	Superintendent	\$100.
Dr. Dominick R. Palma	Asst. Superintendent/Curriculum	100.
Mrs. Yiendhy Farrelly	Asst. Superintendent/Human Resources	100.
Mr. Arthur R. Williams	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.
Mrs. Christine Tona	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.
tba	Coordinator of K-12 Student Data and Instructional Technology	50.

#7 - Motion by _____

Seconded by _____

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 - Motion by _____

Seconded by _____

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 2011-2012 school year as provided by Gen. Municipal Law, Sec. 119-0, and

Continued

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 2011-2012 school year.

#9 - Motion by _____ Seconded by _____

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

#10 - Motion by _____ Seconded by _____

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 - Motion by _____ Seconded by _____

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

BOARD OF EDUCATION

****#BE-1**

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

Regular Meeting of June 28, 2011
 Special Meeting of July 7, 2011

****#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# (Last Four Digits)	Standard Work Day (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		7 hrs./5 days	7/1/11-6/30/12	Yes	N/A
Claims Auditor	Denise Longobardi		6 hrs./1 day	7/1/11-6/30/12	Yes	N/A

****#BE-3**

RESOLVED: that the West Babylon Board of Education adopts the revised Academic Intervention Services (AIS) Plan developed by the district-wide AIS Committee for the 2011-2012 school year.

****#BE-4**

RESOLVED: that the West Babylon Board of Education adopts the 2011-2012 Professional Development Plan.

****#BE-5**

RESOLVED: that the 2011-2012 Board of Education regular meetings will begin at 7:00 P.M. on the dates listed below. The meetings will take place at the following locations:

BOARD MEETING DATES	MEETING LOCATION
JULY 12, 2011	ADMINISTRATION BUILDING
JULY 26, 2011	ADMINISTRATION BUILDING
AUGUST 9, 2011	ADMINISTRATION BUILDING
AUGUST 23, 2011	ADMINISTRATION BUILDING
SEPTEMBER 13, 2011	ADMINISTRATION BUILDING
SEPTEMBER 27, 2011	SOUTH BAY SCHOOL
OCTOBER 11, 2011	ADMINISTRATION BUILDING
OCTOBER 25, 2011	SENIOR HIGH SCHOOL
NOVEMBER 7, 2011 (MONDAY)	ADMINISTRATION BUILDING
NOVEMBER 21, 2011 (MONDAY)	SANTAPOGUE SCHOOL
DECEMBER 13, 2011 *	ADMINISTRATION BUILDING
JANUARY 10, 2012	ADMINISTRATION BUILDING
JANUARY 24, 2012	JOHN F. KENNEDY SCHOOL
FEBRUARY 14, 2012	ADMINISTRATION BUILDING
FEBRUARY 28, 2012	JUNIOR HIGH SCHOOL
MARCH 13, 2012	ADMINISTRATION BUILDING
MARCH 27, 2012	FOREST AVENUE SCHOOL
APRIL 17, 2012	ADMINISTRATION BUILDING
APRIL 26, 2012 (THURSDAY)	ADMINISTRATION BUILDING
MAY 8, 2012	ADMINISTRATION BUILDING
MAY 22, 2012	TOOKER AVENUE SCHOOL
JUNE 12, 2012	ADMINISTRATION BUILDING
JUNE 26, 2012	ADMINISTRATION BUILDING

***One Board Meeting in December**

****#BE-6**

RESOLVED: that the West Babylon Board of Education authorizes the Superintendent of Schools to submit waiver requests required to process Section 211 Waivers.

PERSONNEL

**#PE-1

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

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

FINANCE

***FI-1

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

Transfer Explanation & Account Description	Account Code	From	To
End of Year Transfers			
Clerical Guidance Salaries	A2810.1600	\$37,824.79	
Non Instr. Sal /Tech	A2630.1600	\$37,148.56	
Tch Aide/Subs Salaries	A2110.1600		\$74,973.35
Bus Driver/Athletics	A5510.1632	\$11,347.15	
Non Instr. Nurse/&OTs	A2815.1601	\$45,872.18	
Bus Driver Salaries	A5510.1630		\$57,219.33
Claims Auditor Salary	A1320.1600	\$700.00	
Bus Drivers Overtime	A5510.1670	\$14,495.34	
Aides Spec .Ed.	A2250.1601	\$27,617.29	
Substitute Teachers	A2110.1400		\$42,812.63
Clerical Attendance	A2805.1600	\$22,299.25	
B&G Sub. Custodians	A1620.1623	\$14,290.00	
Non Instr. Vac/Sick	A2020.1661		\$36,589.25
June Salary Reconciliation			
	A2110.1300	\$581,570.00	
	A2250.1500		\$581,570.00
	A2810.1500	\$27,010.00	
	A2020.1600		\$27,010.00

**#FI-2

RESOLVED: that the following dates be designated as non-calendar religious holidays for the 2010-2011 school year:

Shemini Atzeret-Jewish	9/30/10
St, Francis Day-Catholic Christian	10/4/10
Birth of the Bab-Baha'i	10/20/10
All Saints' Day-Christian	11/1/10
Eid al Adha-Islam	11/16/10
Saint Andrew's Day-Christian	11/30/10
Hanukkah-Jewish	12/2/10-12/9/10
Nativity of Christ-Orthodox Christian	1/7/11
Maghi-Sikh	1/13/11
Chinese New Year-Confucian, Daoist, Buddhist	2/3/11
Vasant Panchami-Hindu	2/8/11
Naw Ruz (New Year)-Baha'i	3/21/11
New Year-Hindu	4/4/11
Qingming-Chinese Traditional	4/5/11
Our Lady of Grace Catholic Church-Confirmation	5/19/11

**#FI-3

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 2011-2012 school year.

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,

Continued

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).

CURRICULUM

***CU-1

RESOLVED: that the West Babylon Board of Education declares 300 copies, of the following technology textbook, located at the Junior High School, obsolete:

“Experience Technology”

1997

ISBN# 0-02-838719-8

FACILITIES

**#FA-1

RESOLVED: that the West Babylon Board of Education gratefully accepts the following donation from Mrs. Deborah Mahler, a South Bay School teacher:

One (1) Artley Flute – Serial No. 686197

The flute will be added to the elementary instrument musical program inventory.

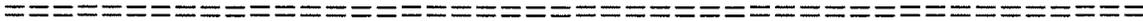
WEST BABYLON BOARD OF EDUCATION
ORGANIZATION MEETING - TUESDAY, JULY 12, 2011

BOARD APPOINTMENT SCHEDULE

Schedule: 11-A-1 Board of Education Appointments (Res. #3)

PERSONNEL

Schedules: 11-P-1 Professional Personnel
11-C-1 Civil Service Personnel (Res. **#PE-1)



BOARD OF EDUCATION SCHEDULE

I. Board of Education Schedule 11-A-1

- A. Organizational Meeting--Annual Appointments
- B. 2011-2012 Registration Members/Election Inspectors
- C. 2011-2012 Pupil Personnel Appointments

PROFESSIONAL PERSONNEL SCHEDULE

II. Professional Personnel Schedule 11-P-1

- A. Retirement
- B. 2011 Summer School Appointments
- C. 2011 Summer Work
- D. 2011-2012 Teacher of the Deaf
- E. 2011-2012 Driver Education Instructor
- F. 2011-2012 JH Club & Advisor
- G. 2011-2012 PAC Coordinators
- H. Fall, 2011 Interns/Student Teachers/Observers
- I. 2011-2012 Per Diem Substitutes

CIVIL SERVICE SCHEDULE

III. Civil Service Schedule 11-C-1

- A. Family Medical Leave
- B. Resignations
- C. 2011 Summer Work
- D. 2011-2012 PT/Maintenance Supervisor
- E. 2011-2012 School Photographer
- F. 2011-2012 Adult Ed. PT/Clerk Typist
- G. 2011-2012 AEHS PT/Clerk Typist
- H. 2011-2012 Per Diem Substitutes

Date of Meeting: July 12, 2011

Page 1 of 16 pages.

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2011-2012

I. BOARD OF EDUCATION APPOINTMENTS

POSITION	SALARY	NAME
=====		
District Treasurer	\$14,948.	Loretta Titolo
District Deputy Treasurer	\$1,000.	Karen Lorito
<u>Legal:</u> Labor Relations Counsel	\$43,775. + (\$200./hr.) litigation	Ingerman, Smith, et al.
General Counsel	\$22,280.90 + (\$162./hr.) litigation	VanNostrand & Martin
Bond Counsel	Per size of issue	Hawkins, Delafield & Wood
External Auditor	\$48,000.	Nawrocki Smith, LLP. Fiscal Year Ending June 30, 2011
Internal Auditor	\$44,100.	R.S. Abrams & Co. LLP
District Accountant	\$28,600.	Cullen & Danowski
Fiscal Advisor	Per size of issue	New York Municipal Advisors Corporation
Purchasing Agent	None	Arthur Williams
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.	Stephen O'Leary
Co-Signer for Student Activities Funds	None	James Lynch
District Clerk	\$14,948.	Amy Jones
Records Management Officer, 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	-	Arthur Williams/Yiendhy Farrelly
PL 611	-	Arthur Williams/Mona Tobin
PL 619	-	Arthur Williams/Mona Tobin
Carol M. White PEP Grant	-	Arthur Williams/Dominick Palma/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

Date of Meeting: July 12, 2011

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V. Consultant Services - July 1, 2011-June 30, 2012:

FUNCTION	VENDOR	PERIOD	FEE
Unemployment	Labor Cost Management	7/1/11-6/30/12	\$1,700.
Workers' Compensation	PMA	7/1/11-6/30/12	\$22,000. + (\$3,500.) online access
Excess Workers' Compensation and Employers' Liability	School Insurance Group/ Bollinger	7/1/11-6/30/11	\$51,953.
Tax Sheltered Annuities	OMNI Group	7/1/11-6/30/12	\$14,400.

Section 75 Hearing Officers:

Civil Service Law

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

Appointment of Physicians and Dentist: - July 1, 2011-June 30,2012

Dr. Chris Proto	DDS	\$500.
Dr. Jack Geffken	DO	\$29,290.
Dr. Jack Geffken	DO	Employee physical examinations \$60. per individual.
Dr. Howard Hertz	MD	Employee physical examinations \$75. per individual.

Date of Meeting: July 12, 2011

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VI. Appointment of Registration Members and Election Inspectors

Annual Election 2011-2012

Chief Inspectors: \$225./day (7am-9pm)

Inspectors: \$8.50/hr.

Chief Inspectors:

Benvenuto, Stephen

Canfora, Marge

Election Inspectors:

Barbato, Kathleen

Barbato, Gerald

Barone, Antoinette

Burrows, Frances

Canfora, Philip

Daly, Eileen

DiStasio, Patricia

Giancana, Vincent

Horstmann, Gerard

King, James J.

Kinlan, Patricia

Mastromatteo, Katherine

Mastrosimone, Nancy

Meo, Grace

Pagano, Agatha

Regina, Suzanne

Russo, Betty

Scelza, Brittany

Scelza, Louise

Scelza, Nicole

Scottaline, Edwin

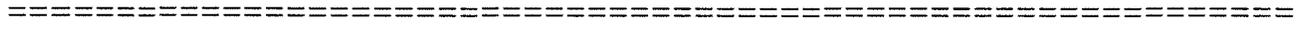
Scottaline, Marie

Sessa, Ann

Sessa, Salvatore

Verdi, Jack

Wood, Noreen



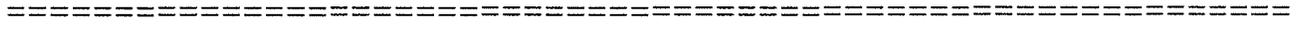
VII. Appointment of Pupil Personnel Committee and Impartial Hearing Officers in matters relating to the Handicapped:

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
TBA, Senior High School Special Education Chairperson
TBA, 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: Mrs. Doreen Moss
- Physicians: Dr. Jack Geffken, Dr. Howard Hertz
- The Child's Parent(s) (the student, if appropriate)
- The Child's General Education Teacher
- The Child's Special Education Teacher

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: Mrs. Doreen Moss
- 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
Mrs. Laure Klopsis, Psychologist
Mrs. Sharene Ovadia, Psychologist
Dr. Jill Taylor, Psychologist
Ms. Eileen Saumell, Psychologist
Dr. Uta Field, Psychologist
Dr. Michele Read Feryo, Psychologist
- Psychologists: Mrs. Laure Klopsis, Mrs. Sharene Ovadia, Dr. Jill Taylor, Mrs. Eileen Sabshon,
Mrs. 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
- Physicians: Dr. Jack Geffken, Dr. Howard Hertz
- The Child's Parent(s)
- The Child's General Education Teacher
- The Child's Special Education Teacher

Junior High School Sub CSE

- Chairperson: TBA
- 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, Mrs. Eileen Sabshon
- Social Workers: Mr. Steven Manzi, Ms. Cassandra Mensch
- Physicians: Dr. Jack Geffken, Dr. Howard Hertz
- The Child's Parent(s)
- The Child's General Education Teacher
- The Child's Special Education Teacher

Date of Meeting: July 12, 2011

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Senior High School Sub-CSE:

Chairperson: TBA

Alternates: Ms. Mona Tobin, Director of Student Services
 Mrs. Mary Jean Sewell, Speech/Language Therapist
 Mr. Steven Manzi, District Social Worker
 Dr. Bernard Corda, Psychologist

Psychologist: Dr. Bernard Corda

Alternate Psychologists: Ms. Eileen Saumell, Mrs. Laure Klopsis

Social Workers: Mr. Steven Manzi, Mrs. Jaime Lemmo

Physicians: Dr. Jack Geffken, Dr. Howard Hertz

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, Mrs. Laure Klopsis
 Mrs. Sharene Ovadia, Mrs. Eileen Sabshon,
 Ms. Eileen Saumell, Dr. Uta Field, Dr. Michele Read Feryo

Parent Member: Mrs. Doreen Moss

Physicians: Dr. Jack Geffken, Dr. Howard Hertz

The Child's Parent(s) (the student, if appropriate)

The Child's General Education Teacher

The Child's Special Education Teacher

Date of Meeting: July 12, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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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:

Peter Albert	Amy Lynne Itzla	David Nydick	Craig Tessler
Lynn Almeleh	Howard Jacob	Veronica C. Odom	Aaron Turetsky
Stuart Auchner	Theresa R. Joyner	Janice K. Orland	Arthur Venezia
Beryl Blaustone	George Kandilakis	Jane Owens	William J. Wall
Wendy Brandenburg	Martin Kehoe III	Gary Peters	James Walsh
Jeanmarie Brescia	Harry Kershen	Kenneth Peters	Carl Wanderman
Robert Briglio	Dora Lassinger	Joseph Quinn	Marc Weiner
Paul Bumbalo	Patricia Latzman	Heidi Reichel	Mindy G. Wolman
Diane Cohen	Michael Lazan	Susan Mills Richmond	Joseph Wooley
Theodore E. Debowy	Nancy Lederman	Kenneth S. Ritzenberg	Joel Ziev
Debra Siedman Dewan	Susan Lushing	George Roberts	
Barbara J. Ebenstein	Robert W. Mackreth	Paul Rosen	
John Farago	James McKeever	Jean Irene Rosenzweig	
Rona Feinberg	James A. Monk	Jerome Schad	
Sharyn Finkelstein	Christine Moore	Martin Schiff	
Lana Flame	John Naun	Judith Schneider	
Lorraine Gross	Robert Nisely	Vanessa Sheehan	
Nancy Hampton	Mary Noe	Marjorie Silver	

SCHEDULE 11-P-1 Professional Personnel Schedule

Date of Meeting: July 12, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Murphy, Judith	Special Education Tchr.	SB		6/30/11	Resignation to Retire

High School Program - Grades 9-12 Summer Institute: July 11, 2011- August 16, 2011

(22 days/2 hrs.& 5 min./section/day)

\$2,025./section

Cohen, Lauren Social Studies

Regents Exams Accommodations Proctor:

\$44.22/hr.

8/17/11 - 8/19/11

Leonbruno, Thomas

Regents Preparation Course Instructor: (3hrs/5 days) \$44.22/hr.

August, 2011

Hands, Eileen U.S. History

Additional Days:

Summer, 2011

Manzi, Steven

\$100.17/hr.

3 full days

Nagor, Laura Teacher of the Deaf

\$115./hr.

2011-2012

Driver Education:

\$1,428./section

2011-2012

Perrone, Karen Instructor

Club & Advisor:

JH

\$1,443.

2011-2012

Benvenuto, Charles Technology

PAC Coordinators:

\$4,000.

2011-2012

Barone, Joseph

Kelly, Barbara

SCHEDULE 11-P-1 Professional Personnel Schedule

Date of Meeting: July 12, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Social Worker Interns:

Fall, 2011

Liguori, Maria		HS			
Sarle, Linda		HS			

Guidance Interns:

Fall, 2011

Catarelli, Louis		JH			
Joseph, Laura		HS			
Pardo, Denise		HS			
Scaglione, Maria		JH			

Student Teachers/Observers:

Fall, 2011

Bavolar, Caitlin	Speech	TA			
Burden, Jessica	Elem./Special Education	JK			
Cavanagh, Jessica	Special Education	JK			
Darby, Danielle	Elementary	SA/TA			
Farley, George	Special Education	FA			
Gorman, Diana	Elementary	SB/FA			
Guevara, Nicole	Elementary	JK			
Hughes, Allison	Special Education	FA/JK/SA/SB/TA			
Jennings, Dennis	Physical Education	SB/HS			
Kamalic, Alyssa	Elementary	TA/SA			
LaRosa, Nicola	Social Studies	JH/HS			
Mangia, Maryann	Special Education	JK			
Oliverio, Antonietta	Elementary	TA/JK			
Pattilio, Tracey	Elementary	TA			
Saladino, Jennifer	Mathematics	HS			
Sandie, Dana	Mathematics	HS			
Sandoval, Stephanie	Foreign Language	HS			
Weis, Danielle	Elementary	SA			

SCHEDULE 11-P-1 Professional Personnel Schedule

Date of Meeting: July 12, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Substitute Teachers:

		DW	\$90./day	2011-2012	
Agosta, Meighan					
Asher, Samantha					
Baldauf, Mona					
Belford, Jeannine					
Benjamin, Cathy					
Blasi, Michelle					
Bloomfield, Ross					
Boring, Gayle					
Borthwick, Erica					
Borzelleca, Frances					
Brunjes, Sabrina					
Buch, Melanie					
Burgsdorff, Herbert					
Byalick, Jennifer					
Caggiano, Nicole					
Cardone, Jessica					
Carter, Kristin					
Ceccarelli, Christina					
Chiarelli, Graziella					
Colletti, Lauren					
Congiusta, Michele					
Cooper, Jamie Lee					
Craig, Amanda					
Crapo, Kristin					
Cross, Stephanie					
Cuty, James					
DeBari, Christine					
DeFalco, Gina					
Delaney, Christina					
DeLauro, Joanie					
Delprete, Linda					
DeRuvo, Andrew					
Dewhirst, James					

SCHEDULE 11-P-1 Professional Personnel Schedule

Date of Meeting: July 12, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Substitute Teachers:

		DW	\$90./day	2011-2012	
Dolan, Ruth					
Donnelly, Terri					
Dunlop, Robert					
Earley, Debbra					
Eilers, Gina					
Enriquez, Jonathan					
Erb, Brienne					
Fiore, Vincent					
Fiorillo, Mary Anne					
Flood, Tara					
Frole, Katie					
Gagliardi, Kathleen					
Gerardi, Michael					
Gibbons, Hubert					
Goebel, Patricia					
Goldstein, Anitra					
Goodwin, Deborah					
Grady, Michael					
Grawin, Regina					
Gromer, Michelle					
Hawson, Jacqueline					
Horstmann, Gerard					
Iliou, Athena					
Intreglia, Margaret					
Kappenberg, Mary					
Karatnytsky, Patricia					
Kaufman, Michele					
Kenary, Carol					
Koehler, Rosemary					
Koentje, Nicholas					
Koudelka, Tiffany					
Kronenbitter, Raymond					
Kushner, Gary					
LaBella, Diane					
Lentricchia, August					

SCHEDULE 11-P-1 Professional Personnel Schedule

Date of Meeting: July 12, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Substitute Teachers:

		DW	\$90./day	2011-2012	
Lohmann, Robert					
Lucas, Kimberly					
Marino, Joanne					
Marino, Keri Lynne					
Matthews, Autumn					
McGrath, Steven					
Meyer, Lisa Ann					
Mindel-Murtagh, Laurie					
Morra, Jessica					
Mortimer-Baden, Linda					
Muggeo, Michelle					
Mundy, Giovanna					
Nauronis, Melissa					
Nocella, Kathleen					
Novomestky, Deborah					
Olszewski, Darlene					
Osborn, Cathleen					
Palazzo, Samantha					
Pantaleo, Nicholas					
Paparella, Ryan					
Parrington, Sandra Marie					
Pecan, Valerie					
Penn, Linda					
Pepe, Mark					
Petrides, Cassandra					
Petrone, Kevin					
Poggi, Antonella					
Powers, Daniel					
Quinn, Stephen					
Rabaglia, Michelle					
Rosado, Judy					
Rowcroft, Richard					
Rush, Michelle					
Rymer, Erin					
Saffren, Barry					

SCHEDULE 11-P-1 Professional Personnel Schedule

Date of Meeting: July 12, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Substitute Teachers:

		DW	\$90./day	2011-2012	
Sanalitra, Ann					
Scalogna, Danielle					
Seibert, Kaitlyn					
Shepard, Kristin					
Simone, Linda					
Squicciarini, Domenico					
Stuart, Patricia					
Sullivan, Lori					
Tannenbaum, Shawn					
Tanzman, Krista					
Terysen, Holly					
Thorschmidt, Joanne					
Trashansky, Martin					
Triolo, Donna					
Twardy, Patricia					
Vessa, Tricia					
Ward, Anna					
Warner, Kathleen					
Wegenaar, David					
Weintraub, Rhonda					
Williams, Kim					
Winchester, Megan					
Woessner, Nicole					
Woolsey, Ashley					
Ziman, Shanna					
Zinser, Christine					
Zito, Debra					
Zito, William					
Zito-Farello, Mary					
Zizza, Traci					

SCHEDULE 11-P-1 Professional Personnel Schedule

Date of Meeting: July 12, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Registered Nurse Substitutes:

		DW	\$120./day	2011-2012	
Buccinna, Kimberly					
Caldas, Candida					
Daly, Adair					
Feeney, Margaret					
Knox, Loredana					
McNulty, Karen					
Misiano-Ippolito, Maria					
Moore, Barbara					
Renzulli, Christine					
Trial, Laurie					
Zimmerman, Josephine					

Home Tutor:

		DW	\$58.05/hr.	2011-2012	
Pavlic, Nancy					

SCHEDULE 11-C-1 Civil Service Personnel Schedule

Date of Meeting: July 12, 2011

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Hurley, Marc	Custodial Worker I	HS		6/14/11 -	Family Medical Leave
Fileccia, Danielle	Food Service Worker 'B'	HS		6/30/11	Resignation
Palomeque, Rosmira	Food Service Worker 'B'	JH		6/30/11	Resignation
Lynch, Kathleen	Clerk Typist	Guidance	\$146.03/day	Summer, 2011	[15 days-scanning]
Palminteri, Charles	PT/Maintenance Supervisor	DW	\$2,100.	2011-2012	[stipend]
Steiger, Margaret	School Photographer	DW	\$4,700.	2011-2012	[stipend]
Caluori, Tina	PT/Clerk Typist	Adult Ed.	\$12.50/hr.	2012-2012	
Farina, Arleen	PT/Clerk Typist	AEHS	\$13.00/hr.	2011-2012	
<u>Per Diem Substitutes:</u>		DW	\$9./hr.	2011-2012	
Fischer, Barbara					Clerical/Paraprofessional
Virzi, Caroline					Paraprofessional

WEST BABYLON BOARD OF EDUCATION
ORGANIZATION MEETING - TUESDAY, JULY 12, 2011

POLICY

- A. Board Review - Investments (Review) (File:DG)
- B. Board Review - School District Purchasing (Review) (File:DJ)
- C. Board Review - School District Purchasing-Administrative Regulations
(Review) (File:DJ-R)
- D. Board Review - Data Disaster Recovery Plan (Second Time Discussion) (File:1120.1)
- E. Board Review - Fund Balance Policy (Third Time Adoption) (File:6610)

Investments

File: DG

Scope: This investment policy applies to all monies and other financial resources available for investment on behalf of the Board of Education.

Objectives: The primary objectives of investment activities are, in priority order:

- > to conform with all applicable federal, state and other legal requirements (legal);
- > to adequately safeguard principal (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 investment program consistent with these investment guidelines. Such procedures shall include an 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 of Education 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 General Municipal Law, § 10, 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, § 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 together 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 revaluation 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 General Municipal Law, §11, 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
- > Obligations of the United States 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 amount of investments which can be made with each financial institution or dealer. All financial 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 is responsible for evaluating the financial position and 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 Number 88-46, and the specific program has been authorized by the Board of Education.

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 payment by such bank or trust company in obligations only in accordance with prior written 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, § 10.

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 annually by the Board of Education and reaffirmed at the annual reorganization meeting.

Legal References:

Chapter 708 of the Laws of 1992
General Municipal Law § 6[c]
General Municipal Law § 39
General Municipal Law § 10
General Municipal Law § 11
General Municipal Law Article 5G
Office of State Comptroller Opinion # 88-46

Adopted: 10/11/94
Reviewed: 08/18/97
Revised: 09/14/98
Reviewed: 07/12/99
Reviewed: 07/10/00
Reviewed: 07/09/01
Reviewed: 07/08/02
Reviewed: 07/07/03
Reviewed: 07/06/04
Reviewed: 07/05/05
Reviewed: 07/10/06
Reviewed: 07/09/07
Reviewed: 07/08/08
Reviewed: 07/01/09
Revised: 08/10/10
Reviewed: 07/12/11

DRAFT

Board Review 07/12/11

School District Purchasing

File: DJ

Purchasing is an important function in support of the education of the students of this district. The purchasing role is to provide the necessary equipment, supplies and services in the right quantity and quality, in the right place, at the time needed, at the lowest cost to the district.

The purchasing process should be performed within the budgetary appropriations by the Board appointed purchasing agent, following existing laws, regulations and Board of Education procedures.

It shall be the policy of this district that all qualified suppliers shall have equal opportunity to bid on the requirements of the school district.

Legal References:

General Municipal Law, 103, 104b-2a, 109d, 119-0
Education Law, 1725, 1725-A
State Finance law, 175-A,B
Correction Law, Article 7., 184

Adopted: 2/10/92
Reviewed: 8/18/97
7/13/98
8/16/99
7/10/00
7/9/01
7/8/02
7/7/03
7/6/04
7/5/05
7/10/06
7/09/07
7/08/08
7/01/09
7/06/10
07/12/11

DRAFT

Board Review 07/12/11

School District Purchasing Policy Administrative Regulations

File: DJ-R

In accordance with General Municipal Law, the procurement of goods and services for West Babylon Schools is subject to competitive bidding based upon the following:

- a. Public Works Contracts (labor and materials) involving an expenditure of over \$20,000 are subject to competitive bidding. The term "public works contract" applies to those items or projects involving labor or both material and labor. Examples of public work contracts include: construction, paving, printing, repair contracts, lease/rentals, lease purchasing, and installment purchasing.
- b. Purchase Contracts (materials only) of over \$10,000 are subject to competitive bidding.

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. Guidelines for all other purchases the following procedures will be utilized:

For commodity group purchases under \$10,000 . When not feasible to purchase as per paragraph "a" above, no quotations shall be required except as noted below:

For single item purchases between \$2,000 and \$10,000 . 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 may be obtained by chairpersons, directors, building administrators, operational administrators or central office administrators.

For Public Works Contracts between \$10,000 and \$20,000 . 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 utilized, 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.

Revised: 7/27/10
Review: 7/12/11

DATA DISASTER RECOVERY PLAN

Over the years, dependence upon the use of computers in the day-to-day business activities of many organizations has become the norm. The West Babylon UFSD certainly is no exception to this trend. Today you can find very powerful computers in every classroom throughout the District. These machines are linked together by a sophisticated network that provides communications with other machines across the District and around the world. Vital functions of the School District depend on the availability of this network of computers.

Consider for a moment the impact of a disaster that prevents the use of the system to process Student Records and Databases, Payroll, Accounting, or any other vital application for weeks. Students and faculty rely upon our systems for instruction and research purposes, all of which are important to the well-being of the School District. It is hard to estimate the damage to the District that such an event might cause.

Primary FOCUS of the Plan:

The primary focus of this document is to provide a plan to respond to a disaster that destroys or severely cripples the West Babylon UFSD central computer systems operated by the Office of Instructional Technology & Support (ITS). The intent is to restore operations as quickly as possible with the latest and most up-to-date data available.

All disaster recovery plans assume a certain amount of risk, the primary one being how much data is lost in the event of a disaster. The techniques for backup and recovery used in the plan do NOT guarantee zero data loss. Significant effort will be required after tube system operation is restored to:

- (1) Restore data integrity to the point of the disaster and;*
- (2) To synchronize that data with any new data collected from the point of the disaster forward.*

Primary OBJECTIVES of the Plan:

This disaster recovery plan has the following primary objectives:

- Present an orderly course of action for restoring critical computing capability.*
- Set criteria for making the decision to recover at a cold site or repair the affected site.*
- Describe an organizational structure for carrying out the plan.*
- Provide information concerning personnel that will be required to carry out the plan and the computing expertise required.*
- Identify the equipment, floor plan, procedures, and other items necessary for the recovery.*

Overview of the Plan:

This plan uses a "cookbook" approach to recovery from a disaster that destroys or severely cripples the computing resources at any of the school district's facilities.

Personnel:

Immediately following the disaster a planned sequence of events begins. Key personnel are notified and recovery teams are grouped to implement the plan.

Personnel currently employed are listed in the plan. However; the plan has been designed to be usable even if some or all of the personnel are unavailable.

Salvage Operation Disaster Site:

Early efforts are targeted at protecting and preserving the computer equipment. In particular, any magnetic storage media (hard drives, magnetic tapes, diskettes) are identified and either protected from the elements or removed to a clean, dry environment away from the disaster site.

Designate Recovery Site:

At the same time, a survey of the disaster scene is done by appropriate personnel to estimate the amount of time

required to put the facility (in this case, the building and utilities) back into working order. A decision is then made whether to use the Cold Site, or a location some distance away from the scene of the disaster where computing and networking capabilities can be temporarily restored until the primary site is ready. Work begins almost immediately at repairing or rebuilding the primary site. This may take months, the details of which are beyond the scope of this document.

Purchase New Equipment:

The recovery process relies heavily upon vendors to quickly provide replacements for the resources that cannot be salvaged. The School District will rely upon emergency procurement procedures documented in this plan and approved by the School District's purchasing office to quickly place orders for equipment, supplies, software, and any other needs.

Begin Reassembly at Recovery Site:

Salvaged and new components are reassembled at the recovery site according to the instructions contained in this plan. Since all plans of this type are subject to the inherent changes that occur in the computer industry it may become necessary for recovery personnel to deviate from the plan, especially if the plan has not been kept up-to-date. If vendors cannot provide a certain piece of equipment on a timely basis, it may be necessary for the recovery personnel to make last minute substitutions. After the equipment reassembly phase is complete, the work turns to concentrate on the data recovery procedures.

Restore Data from Backups:

Data recovery relies entirely upon the use of backups stored in locations off-site from the District. Backups can take the form of magnetic tape, CD-ROMs, disk drives and other storage media. Early data recovery efforts focus on restoring the operating system(s) for each computer system. Next, first line recovery of application and user data from the backup tapes is done. Individual application owners may need to be involved at this point, so teams may be assigned for each major application area to insure that data is restored properly.

Restore Applications Data:

It is at this point that the disaster recovery plans for users and departments (e. g., the application owners) must merge with the completion of the Computing Services plan. Since some time may have elapsed between the time that the offsite backups were made and the time of the disaster, application owners must have means for restoring each running application database to the point of the disaster. They must also take all new data collected since that point and input it into the application databases. When this process is complete, the West Babylon School District computer systems can reopen for business. Some applications may be available only to a limited few key personnel, while others may be available to anyone who can access the computer systems.

Move Back to Restored Permanent Facility:

If the recovery process has taken place at the Cold Site, physical restoration of the Instructional Technology Department will have begun. When that facility is ready for occupancy, the systems assembled at the Cold Site are to be moved back to their permanent home. This plan does not attempt to address the logistics of this move, which should be vastly less complicated than the work done to do the recovery at the Cold Site.

Disaster Risks and Prevention:

As important as having a disaster recovery plan is, taking measures to prevent a disaster or to mitigate its effects beforehand is even more important. This portion of the plan reviews the various threats that can lead to a disaster, where our vulnerabilities are, and steps we should take to minimize our risk. The threats covered here are both natural and human-created.

Fire:

The threat of fire in the District, especially in the Primary Network Room, is very real and poses the highest risk

factor of all the causes of disaster mentioned here. Buildings are filled with electrical devices and connections that could overheat or short out and cause a fire. Not to be forgotten is the hydrogen gas producing batteries in the uninterruptible power supplies where a spark could ignite a fire and explosion. The computers within the facility also pose a quick target for arson from anyone wishing to disrupt School District operations.

Preventive Measures

Fire Alarms:

The District is equipped with a fire alarm system, with ceiling-mounted smoke detectors scattered widely throughout the buildings. The alarm systems are also connected to a central station monitoring.

Fire Extinguishers:

Hand-held fire extinguishers are required in visible locations throughout the buildings. Staff is to be trained in the use of fire extinguishers. Detailed instructions for dealing with fire are present in the Standard Operating Procedures documentation. Staff is required to undergo training on proper actions to take in the event of a fire. Staff is required to demonstrate proficiency in periodic, unscheduled fire drills.

Recommendations:

Regular review of the procedures should be conducted to insure that they are up to date. Unannounced drills should be conducted by an impartial administrator and a written evaluation should be produced for the department heads housed in the building. Regular inspections of the fire prevention equipment are also mandated. Fire extinguishers are periodically inspected as a standard policy. Smoke detectors near the Primary Network closet should be periodically inspected and cleaned.

Flood:

Long Island in its close proximity to major bodies of water is a potential site for flooding. Not only could there be potential disruption of power caused by the water, flood waters can bring in mud, salt and silt that can destroy sensitive electrical connections. Of course, the presence of water in a room with high voltage electrical equipment can pose a threat of electrical shock to personnel within the Primary Network Room.

Recommendations:

Periodic inspections of the roof in the Primary Network Room must be conducted to detect water seepage, especially any time there is a heavy downpour. If not present, humidity detectors should be installed in the Primary Network Room. Periodic inspections of the water humidity detectors within the Network Room are also required to ensure their proper operation. Operators should be trained in shutdown procedures and drills should be conducted on a regular basis. Also, staff that is authorized to work in the Primary Network Room should be trained in responding to victims of electrical shock.

Computer Crime:

Computer crime is becoming more of a threat as systems become more complex and access is more highly distributed. With the new networking technologies more improper access is present than ever before. Computer crime usually does not affect hardware in a destructive manner. It may be more insidious, and may often come from within. A disgruntled employee can build viruses or time bombs into applications and systems code. A well-intentioned employee can make coding errors that affect data integrity (not considered a crime, of course, unless the employee deliberately sabotaged programs and data).

Preventive Measures:

All systems should have security products installed to protect against unauthorized entry. All systems should be protected by passwords, especially those permitting updates to data. All users should be required to change their passwords on a regular basis. All security systems should log invalid attempts to access data, and security administrators should review these logs on a regular basis. All systems should be backed up on a periodic basis.

Those backups should be stored in an area separate from the original data. Physical security of the data storage area for backups must be implemented. Standards should be established on the number of backup cycles to retain and the length of their retention.

Recommendations:

Continue to improve security functions on all platforms. Strictly enforce policies and procedures when violations are detected. Regularly let users know the importance of keeping their passwords secret. Let users know how to choose strong passwords that are very difficult to guess. Improve network security. Shared wire media, such as Ethernet, are susceptible to sniffing activities, which unscrupulous users may use to capture passwords. Implement stronger security mechanisms over the network, such as one-time passwords, data encryption, and non-shared wire media. .

Mission Critical Systems Backup Procedures

Disaster Recovery Backups:

Backups for the Disaster Recovery systems are of two flavors: Full Volume and Incremental.

Full Volume Backups:

There will be three types of Full Volume Backups:

(1) Manual Backups done on a monthly basis on permanent media such as magnetic tape or DVD that designated personnel will take home or will placed in a fire rated safe in the district. These full volume backup will be clearly marked and dated. These medias will be taken off-site.

(2) Weekly Automatic Backup (byte by byte backup) done late at night and sent via VPN to Eastern Suffolk BOCES RIC Center which in turn will send it to a mirror site located in the Mid-West of the United States (Finance Manager Financial Software only)

(3) A disk-to-disk backup done on a daily basis which will be backup systems located at the school system, which will allow restoration up to 16 weeks prior. Incremental Backup (Finance Manager Financial Software only) Daily Automatic Backup (byte by byte backup) done late at night and sent via VPN to Eastern Suffolk BOCES RIC Center which in turn will send it to a mirror site located in the Mid-West of the United States.

Safety Issues:

In almost any disaster situation, hazards and dangers can abound. While survival of the disaster itself can be a harrowing experience, further injury or death following the disaster stemming from carelessness or negligence is senseless.

All personnel must exercise extreme caution to ensure that physical injury or death is avoided while working in and around the disaster site itself. No one is to perform any hazardous tasks without first taking appropriate safety measures.

There are hazardous materials present in the District. Three primary sources exist for these materials:

- Janitorial supplies -Hazardous chemicals are present in the janitorial closets scattered throughout the building. The door to each closet contains a list of the chemicals present in the closet. If this information is not present at the scene of the disaster, contact Building & Grounds for a list of the chemicals located in the building.*
- Battery acid -Hazardous battery acid is present in large quantities in the Uninterruptible Power Supplies. Battery acid can cause caustic skin burns, blindness, and pulmonary distress if inhaled. If you come in contact with battery acid, immediately seek a source of water and wash the affected areas continuously until medical assistance can be sought.*
- Science rooms -Hazardous chemicals are present in chemical storage cabinets located in the science department. Material Safety Data Sheets (MSDS's) should be kept in the office of the science chairperson, main office, and the Buildings & Grounds Office.*

Disaster Notification List:

If an event of a disaster or event that affects the operations of the network and possible data loss is suspected, the following individuals need to be notified of this situation:

- *Superintendent of Schools*
- *Director of Student Data and Instructional Technology*
- *Executive Director of Finance & Operations*
- *Master Technologist*
- *Plant Facilities Administrator*

After these individuals are notified and initial assessment is made then the planned course of action outlined in the plan should be implemented.

Activating the Disaster Recovery Plan

Appointment of Recovery Manager The first order of business is to appoint the Recovery Manager. The person most appropriate for the position is the current Master Technologist. If the Master Technologist is unavailable, the appointment should be made by the Director of Student Data and Instructional Technology or by the Superintendent's designee. This person must have data center management experience and must have access to those who can authorize the expenditures necessary during the recovery process. The Recovery Manager needs to be a skilled manager/administrator who is accustomed to dealing with pressure situations and should have a broad knowledge of the hardware and software in use at the site. The Recovery Manager should be a "problem solver" as there will be many problems that may arise that have not been anticipated in advance. This person must be able to delegate responsibility to others and must also have access to those who can authorize to expend funds as a part of the disaster recovery process.

Determine Personnel Status:

One of the Recovery Managers important early duties is to determine the status of personnel working at the time of the disaster. Safety personnel on site after the disaster will affect any rescues or first aid necessary to people caught in the disaster. However, the Recovery Manager should produce a list of the able bodied people who will be available to aid in the recovery process.

Taking care of our people is a very important task and should receive the highest priority immediately following the disaster. While we will have a huge technical task of restoring computer and network operations ahead of us, we can't lose sight of the human interests at stake.

The Recovery Manager sets the plan into motion. Early steps to take are as follows:

1. *The Recovery Manager should retrieve the Disaster Recovery Plan. Copies of the plan should be made and handed out at the first meeting of the Recovery Management Team. The Recovery Manager is to appoint the remaining members of the Recovery Management Team. This should be done in consultation with members of the Superintendent's Management Council and the Director of Student Data and Instructional Technology.*
2. *The Recovery Manager is to call a meeting of the Recovery Management Team at the Recovery Control Center or a designated alternate site. The Plant Facilities Administrator is to be invited to this meeting. The following agenda is suggested for this meeting:*
 - a. *Each member of the team is to review the status of their respective areas of responsibility.*
 - b. *After this review, the Recovery Manager makes the final decision about where to do the recovery.*
 - c. *The Recovery Manager briefly reviews the Disaster Recovery Plan with the team.*
 - d. *Any adjustments to the Disaster Recovery Plan to accommodate special circumstances are to be discussed and decided upon.*
 - e. *Each member of the team is charged with fulfilling his/her respective role in the recovery and to begin work as scheduled in the Plan.*
 - f. *Each member of the team is to review the makeup of their respective recovery teams. If individuals*

key to one of the recovery teams is unavailable, the Recovery Manager is to assist in locating others who have the skills and experience necessary, including locating outside help from other area computer centers or vendors.

g. The next meeting of the Recovery Management Team is scheduled. It is suggested that the team meet at least once each day for the first week of the recovery process.

3. The Recovery Management Team members are to immediately start the process of contacting the people who will sit on their respective recovery teams and call meetings to set in motion their part of the recovery.

4. The Plant Facilities Administrator is responsible for immediately clearing the Recovery Control Center room (when designated), for occupation by the Recovery Management Team. This includes the immediate relocation of any personnel occupying the room. The Plant Facilities Administrator should assist the Recovery Management Team in locating baseline facilities for the recovery room:

a. Office desks and chairs

b. Telephones, cell phone, and two-way radios connected to the district repeater

c. An up-to-date PC Compatible computer

d. LaserJet printer or equivalent

e. Fax machine & Copier

Equipment Protection and Salvage

Protection:

It is extremely important that any equipment, magnetic media, paper stocks, and other items at the damaged primary site be protected from the elements to avoid any further damage. Some of this may be salvageable or repairable and save time in restoring operations.

- Gather all backup media into a central area and quickly cover with tarpaulins or plastic sheeting to avoid water damage.*
- Cover all computer equipment to avoid water damage.*
- Cover all undamaged paper stock to avoid water damage.*
- Post security guards at the primary site to prevent looting or scavenging.*

Salvage Backup Media:

The magnetic and optical media on which our data is stored is priceless. Although we retain backups of our disk subsystems and primary application systems off-site, backup media in the Network Room area contain extremely valuable information that would be tough to lose. If the media has been destroyed, such as in a fire, then nothing can be done. However, water and smoke damage can often be reversed, at least good enough to copy the data to undamaged media.

After protecting the media from further damage, recovery should begin almost immediately to avoid further loss.

Salvage Equipment:

As soon as practical, all salvageable equipment and supplies need to be moved to a secure location. If undamaged, transportation should be arranged through the Recovery Manager to move the equipment to the Cold Site or to another protective area (such as a warehouse) until the Cold Site is ready. TAKE GREAT CARE WHEN MOVING THE EQUIPMENT TO AVOID DAMAGE.

If the equipment has been damaged, but can be repaired or refurbished, the Cold Site may not be the best location for the equipment, especially if there is water or fire damaged that needs to be repaired. Contractors may recommend an alternate location where equipment can be repaired and/or restored appropriately.

Inventory:

As soon as practical a complete inventory of all salvageable equipment must be taken, along with estimates about when the equipment will be ready for use (in the case that repairs or refurbishment is required). This inventory list

should be delivered to the Recovery Manager who will use it to determine which items from the disaster recovery hardware and supplies lists must be procured to begin building the recovery systems.

Cold Site Preparation:

If the Primary Network Room at the High School has been destroyed then a designated Cold Site for the recovery of primary computing and network facilities after a disaster needs to be determined. If the Recovery Management Team opts to use a "Cold Site" for recovery after the disaster, some work must be done to convert the space from its present use to be able to house the computer systems, network equipment and disaster recovery team personnel.

Before considering off-campus sites, be sure to consider the need for proper telecommunications and networking connections to the building, including fiber optic cable to the campus network.

Critical Systems Recovery:

This series of documents provide the instructions for installing the critical systems equipment and restoring the critical systems using the off-site backups. Individual applications may have built-in disaster recovery provisions in which backups of various subsystems or application data components are made throughout the week. In order for each application to be restored to the point of the disaster, it is extremely important that each application have a set of specialized procedures for rectifying and restoring any data changes that occurred after the last full system backups.

In general, the critical systems recovery process consists of the following steps:

- *Equipment Installation* -The correct equipment and connecting cables must be ordered and installed.
- *The equipment needs to have the proper Network Operating System (NOS) loaded.*
- *Media Restores* -Restore from the last full backup that is accessible; then restore from any incremental backups available.
- *Configuration Adjustments* -Adjustments in system configurations may be necessary to accommodate configuration changes, new IP addresses, and software products having CPU serial number pass codes.
- *Final Testing* -After all changes are finished, the systems are tested and check for viability.
- *Production* -Allow the equipment be used in a production scenario.

Post-Recovery Overview:

Once the platform system software and subsystems are operating correctly, the task of preparing the remaining end-user applications can begin. Each platform will have a unique recovery road to follow. In some cases, there may be very little to do except for general testing. In other cases, considerable analysis and data synchronization work will likely be required.

The Recovery Team will be responsible for carrying out this phase of the recovery. Each application area will require a review. This review should be conducted by an analyst familiar with the application while working closely with an application user representative.

Items to be considered should include:

- *Review of the user department Disaster Recovery Plan with special attention to any "interim" procedures that have been required in the time period since the disaster event occurred.*
- *Review of the application documentation concerning file and database recovery.*
- *Review the status of files and databases after the general platform recovery processing is complete.*
- *Identify any changes to bring the application to a ready for production status.*
- *Identity any areas where the application must be synchronized with other applications and coordinate with those application areas.*
- *Identity and review application outputs to certify the application ready for production use.*

Data Testing Overview

Disaster recovery is important on all computer systems, even those that employ fault-tolerant devices and reconfiguration. When it comes to lost or corrupt data, no organization is exempt. Any organization can lose valuable files; and may cause disruption.

Therefore, the question is: How will our server backup and restore procedures fare when put it to the ultimate test? Testing backup data is important to insure a good recovery process could be done in a time of an emergency. A backup system is a lot like an insurance policy. Having a three-way backup procedure (discussed before) helps insure the least data loss. However, restore data testing is still necessary. Therefore, at least once a year (and very likely in the springtime) the School District's IT department will do a restore of mission critical systems to a server, to see how the data fares in the restore process.

Virus Prevention for Internal Computers

Left unchecked, computer viruses can cost our district enormous amounts of money in lost data, unplanned downtime, hampered productivity, as well as interrupted communications. Computer viruses enter systems in various ways. Accidental infection can occur from external sources via users sharing software or using pirated software. Additionally, viruses can enter from repair facilities, or using infected software downloaded from bulletin boards. Intentional infection occurs from disgruntled employees or internal computer hackers.

How can IT staff and others protect vital information resources from the computer virus factor? First, users can practice safe computing. School microcomputer policies covering issues like software acquisition, copyright laws, and data and information security and backup procedures has been established. Second, a software program for virus prevention detection and recovery should be used. Currently, West Babylon Schools uses a centralized system for virus detection and recovery for our networks.

Adopted:

DRAFT

Third Time Adoption 7/12/2011

Fund Balance Policy

File: 6610

GASB has issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions (GASB 54). The objective of this Statement 54 is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied.

Fund Balance Classifications (pursuant to GASB Statement 54)

Fund balance amounts will be reported by the District according to the following classification in accordance with accounting standards issued by GASB.

Nonspendable – consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loan receivables, financial assets held for resale, and principal of endowments.

Restricted – consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation. Because the State regulates the establishment, funding and use of school district reserves, generally, reserves will be classified as restricted fund balance.

Committed - consists of amounts that are subject to a purpose constraint imposed by a formal action of the government's highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint. The New York State Office of the State Comptroller at the present time believes that in New York State school districts will not have any committed fund balance.

Assigned - consists of amounts that are subject to a purpose constraint that represents an intended use established by the board or by their designated official. The purpose of the assignment must be narrower than the purpose of the general fund, and in funds other than the general fund, assigned fund represents the residual amount of fund balance. Assigned Fund Balance generally includes encumbrances and appropriated fund balance.

Unassigned – represents the residual classification for the government's general fund, and could report a surplus or deficit. In funds other than the general fund, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed or assigned.

General Policy - Fund balance measures the net financial resources available to finance expenditures within current or future periods. The District's Unassigned General Fund Balance will be maintained to provide the District with financial stability and a margin of safety to fund unanticipated contingent expenditures that may occur unexpectedly during the fiscal year. The Unassigned General Fund Balance used for these purposes may be appropriated by resolution of the Board of Education unless voter approval is required.

Any portion of Fund Balance may be applied or transferred for a specific purpose either by voter approval if required by law or by formal action of the Board of Education if voter approval is not required. Amendments or modification to the applied or transferred fund must also be approved by formal action of the Board of Education.

The Board of Education shall delegate the authority to assign fund balance, for encumbrance purposes, to the person(s) to whom it has delegated the authority to sign purchase orders.

In circumstances where an expenditure is incurred for a purpose for which amounts are available in multiple fund balance classifications (e.g., expenditures related to reserves), the Board will assess the current financial condition of the district and then determine the order of application of expenditures to which fund balance classification will be charged.

Adopted: