WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY - JULY 26, 2011

AGENDA

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

1.   Call to order by presiding officer

2.   Pledge of Allegiance to The Flag   [**7:00 P.M.** - Meeting Convenes Followed by Student
                                                            Presentation(s) and/or Executive Session]

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

3.   Approval of minutes of previous meeting(s):   Organization Meeting: July 12, 2011
                                                            Special Meeting: July 19, 2011

4.   Statement of the Board and/or Superintendent

5.   Statement of West Babylon Teachers' Association Representatives

6.   Statement of School Administrators' Association Representatives

7.   Statement of C.S.E.A. Representatives

8.   Statement of Student Association Representatives

9.   Statement of PTA Council Representatives

10.   Statement of Residents re: agenda items [15 minutes-limited to 3 minutes per speaker]*

11.   Report of the Superintendent and/or Educational Presentation

12.   Business Agenda [**Consent Agenda Items]

        A.   BOARD OF EDUCATION
            **   (R)   Establishment of Standard Workdays and Reporting for Elected and
                      Appointed Officials-Correction (Res. #BE-1)
            **   (R)   Approval of Agency to Provide Speech and Language Services to
                      Students attending the West Babylon School District 2011 Summer
                      Program (Res. #BE-2)
            **   (R)   Approval of Agencies to Provide Instruction to West Babylon School
                      District Resident Students (Res. #BE-3)

B.   **PERSONNEL**
** (R) 11-A-2   Board of Education
** (R) 11-P-2   Professional Personnel
** (R) 11-C-2   Civil Service Personnel (Res. #PE-1)

C.   **FINANCE**
** (R) Budget Transfer (Res. #FI-1)

D.   **CURRICULUM**
** (R) Declaration of Obsolete Elementary Books (Res. #CU-1)

E.   **FACILITIES**
** (R) Declaration of Obsolete Equipment (Res. #FA-1)

13.   Policy Review:
A. Board Review - Data Disaster Recovery Plan (Third Time Adoption) File:1120.1

14.   Board of Education Committee Reports

15.   Strategic Plan Update

16.   Old Business

17.   New Business

18.   Statements of Residents re: other district items [15 minutes-limited to 3 minutes per speaker]*

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

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

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY, JULY 26, 2011

RESOLUTIONS

BOARD OF EDUCATION

**#BE-1

Resolved: that the "Establishment of Standard Workdays and Reporting for Elected and Appointed Officials" resolution, which appeared on the July 12, 2011 agenda, be corrected as follows to reflect Ms. Longobardi's hours as **7** instead of 6 per day):

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	#xxxx	7 hrs./5 days	7/1/10-6/30/11	Yes	N/A
Claims Auditor	Denise Longobardi	#xxxx	7 hrs./1 day	7/1/10-6/30/11	Yes	N/A

**#BE-2

Resolved: that the West Babylon Board of Education approves the following agency to provide speech and language services to students attending the West Babylon School District 2011 summer program:

Center for Communication Care, LLC

**#BE-3

Resolved: that the West Babylon Board of Education approves the following agencies to provide instruction to West Babylon School District resident handicapped students for the 2011-2012 school year:

Brookville Center for Children's Services, Inc.
NYSARC, Inc. Suffolk Chapter
Maryhaven

PERSONNEL

**#PE-1

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

11-A-2	Board of Education
11-P-2	Professional Personnel
11-C-2	Civil Service Personnel

FINANCE

**#FI-1

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

Transfer Explanation & Account Description	Account Code	From	To
2011/2012 NYSIR Insurance Costs			
.	A5510.4210	$23,969.00	
	A9760.7000	$16,955.36	
	A1910.4490		$40,924.36

CURRICULUM

**#CU-1

RESOLVED: that the West Babylon Board of Education declares the 298 books listed below, which are located in the Santapogue Elementary School, obsolete:

Houghton Mifflin "Beginning Dictionary"	1979	31 copies
Silver Burdett "Science Grade 2"	1985	28 copies
HBJ "Social Studies Grade 5"	1986	22 copies
Silver Burdett "Science Grade 5"	1996	25 copies
Macmillan/McGraw Hill "New York"	1988	48 copies
Heath "Math Connections Grade 4"	1996	84 copies
Silver Burdett "Science Grade 4"	1985	60 copies

FACILITIES

**#FA-1

RESOLVED: that the West Babylon Board of Education declares the reach-in freezer, listed below, obsolete:

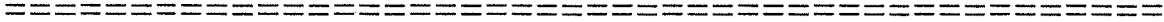Glenco Freezer
Model No. SLFA48TE
Serial No. JJ366896

The freezer is located in the Santapogue Elementary School cafeteria and can no longer be repaired.

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - JULY 26, 2011

PERSONNEL

(R) Schedules: 11-P-2   Board of Education
                      11-P-2   Professional Personnel
                      11-C-2   Civil Service Personnel

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BOARD OF EDUCATION SCHEDULE

I.   **Board of Education Schedule 11-A-2**

A.   Labor Relations Council Correction

PROFESSIONAL PERSONNEL SCHEDULE

II.   **Professional Personnel Schedule 11-P-2**

A.   2011-2012 Regular Substitute Appointment
B.   2011 Summer School/Summer Work
C.   2011-2012 HS/JH Clubs & Advisors
D.   2011-2012 Chairpeople
E.   2011-2012 Administrative Assistants
F.   2011-2012 Cluster Leaders
G.   Fall, 2011 Student Teacher/Observer
H.   2011-2012 Per Diem Substitutes

CIVIL SERVICE SCHEDULE

III.   **Civil Service Schedule 11-C-2**

A.   Prior Service Credit
B.   2011-2012 Per Diem Substitute

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2011-2012
I. BOARD OF EDUCATION APPOINTMENTS
POSITION   SALARY   NAME

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<u>Legal</u>:

POSITION	SALARY	NAME	
Labor Relations Counsel	$42,500. + ($200./hr.) litigation	Ingerman, Smith, et al.	[correction]

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

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| Case, Ryan | Regular Substitute/ Coord. of K-12 Student Data & Instructional Technology | TA/DW | Step A-8-6/ $77,952. +7,380. stipend (prorate) | 9/1/11 – 1/31/12, or earlier at district's discretion | |

Special Education - Elementary Summer School - July 11, 2011 - August 19, 2011 (Mon. - Fri. 5.5 hrs/30 days)

Special Education Teacher:

Powers, Brian			$7,297.		[from $6,633.]

Special Education Teaching Assistant:

Delaney, Christina			$4,379.		[from $3,981.]

Summer Work:

				Summer, 2011	
Benvenuto, Charles	Scheduling	JH	$455.31/day	2 full days	
Cipparulo, Rose Lyn	"	JH	$494.64/day	2 full days	

South Bay Reconstruction:

DeBlasio, Diane	Master Technologist		$50.77/hr.		
Allcot, Thomas	Senior Technologist		$38.40/hr.		
Knudsen, Robert	"		$38.40/hr.		
Timko, Margaret	"		$38.94/hr.		
Weis, Danielle	"		$38.40/hr.		
Wolkiewicz, Sharon	"		$38.94/hr.		

Additional Hours: [up to 40 hrs. each]

Timko, Margaret	Senior Technologist		$38.94/hr.		
Knudsen, Robert	"		$38.40/hr.		
Wolkiewicz, Sharon	"		$38.94/hr.		
Weis, Danielle	"		$38.40/hr.		

ESchool Training:

Dombo, Stephen	Guidance Counselor		$43.08/hr.		
Hickey, Susan	"		$95.00/hr.		
Marcin-D'Angelo, Allison	"		$75.27/hr.		
Satriano, Paul	"		$61.77/hr.		
Schilt, Brianne	"		$57.60/hr.		
Thomas, Stephanie	"		$94.50/hr.		
Gibbs, Kathleen	"		$90.57/hr.		
Zemba, Lorraine	"		$95.00/hr.		

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

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Clubs & Advisors: HS 2011-2012

NAME	POSITION	STEP/ SALARY
Bryan, Paul	Art	$1,134.
Korchma, Heather	Art Honor Society	$1,134.
Cafiero, Maryann	Blue & Gold	$4,371.
Korchma, Heather	Blue & Gold	$4,371.
TBD	Blue & Gold	$4,371.
Barone, Joseph	Broadcasters'	$1,134.
TBD	Chess	$1,134.
Torres, Nicole	Color Guard/Kickline	$1,212.
TBD	Color Guard/Kickline	$1,212.
Kilgus, Colleen	D.E.C.A.	$1,134.
Cafiero, Maryann	Dramatics	$1,877.50
Carson, Jeffrey	"	$1,877.50
Ludwig, Cristina	Eng.Honor Society/Mag.	$1,134.
Lentricchia, Janet	F.N.A.	$1,662.
Peraza, Rosemary	Forensics	$1,662.
Casoria, Meredith	Grade 12 Advisor	$2,726.
Snyder, Scott	Grade 11 Advisor	$2,182.
Armato, Philip	Grade 10 Advisor	$1,925.
TBD	Grade 9 Advisor	$1,925.
Prizzi, Theresa	G.S.A.	$1,134.
Fealey, Miranda	International	$1,134.
TBD	Jazz Band I	$1,134.
TBD	Jazz Band II	$1,134.
TBD	Leaders'	$1,134.
TBD	Leo	$1,134.
Meadows, Dana	Marching Band	$4,876.
TBD	Marching Band Asst.	$3,483.
Montalvo, Christina	Mathematics	$1,134.
Jonasson, Christopher	Mock Trial	$1,662.

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

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Clubs & Advisors:		HS		2011-2012	
Montalvo, Andrea	Mural Painting		$1,134.		
Barone, Joseph	Musical Director		$2,499.		
Selvaggi, Sally	N.H.S.		$1,134.		
Haugen, Hans	Newspaper		$1,877.50		
Berger, Brooke	"		$1,877.50		
Meadow, Dana	Pit Conductor		$1,728.		
Malone, Kevin	Quiz Bowl		$1,134.		
Kelly, Barbara	Rehearsal Accomp.		$1,932.		
DeSimone, Gerard	Robotics		$3,295.		
Rogovitz, Eugene	Robotics Asst.		$1,648.		
Bauer, Scott	"		$1,648.		
Llobell, Audrey	S.E.A.		$1,134.		
Meadows, Dana	S.A.D.D.		$1,134.		
Meadows, Dana	Scenic Designer/Playbill		$1,728.		
TBD	Scope		$1,134.		
Barone, Joseph	Show/Jazz Choir		$1,134.		
Cafiero, Maryann	Staging Director		$3,040.		
Waldeck, Kristina	Social Science Research		$2,259.		
Jonasson, Christopher	"		$2,259.		
Montalvo, Andrea	Science Olympiad		$1,134.		
Gotzen-Berg, Diana	String Quartet		$1,134.		
McGrath, Donna	Student Council		$3,617.		
Kelly, Barbara	Tri-M		$1,134.		
Antonelli, Gina	Varsity		$1,134.		
Bauer, Scott	Web Page Designer		$3,755.		
Iaquinto, Christine	Yearbook		$3,755.		

Clubs & Advisors:		JH		2011-2012	Stipend Corrections
Carrozzo, Diane	Newspaper		$2,294.		
Hirsch, Malcolm	International Club		$1,134.		
Tomeo, Jennifer	Yearbook Club		$1,998.		

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

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Chairpeople: — — $5,114. — 2011-2012

Name	School/Area
Richert, Danielle	6-12 PE & Health
Doran, William	K-8 Art & Music
Kelly, Barbara	9-12 Art & Music
Coleman, Theresa	6-12 Foreign Language
Thomas, Stephanie	6-12 Guidance
McGrath, Donna	6-12 Social Studies
Haugen, Hans	6-12 English
Acocella, Patricia	6-8 Math & Science
O'Leary, Stephen	9-12 Math & Science
Mack, Michael	6-8 Special Education
Leonbruno, Thomas	9-12 Special Education

Chairpeople: — $4,616. — 2011-2012

Name	School/Area
Garland, Elizabeth	6-12 FACS/6-8 Technology
Reilly-Johnson, Katharine	9-12 Business & Technology
Robinson, Alice	K-12 Library/Media

Administrative Assistants: — $3,622. — 2011-2012

Name	School/Area
Rodgers, Ian	JH
Bauer, Scott	HS

Cluster Leaders: JH — $2,312. — 2011-2012

Cipparulo, Rose Lyn
Delaney, Kevin
Powers, Julia

Student Teacher/Observer: — Fall, 2011

Ferretti, Heather   Social Studies   JH

Substitute Teachers: DW — $90./day — 2011-2012

Carpenter, Melissa
Serviss, Tiffany

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

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Vitkun, Jeffery	Head Custodian	FA	Step 4/ $55,700. (prorate)	3/7/11	Prior Service Credit [experience verified]
Per Diem Substitute: Poggi, Judith		DW	$9./hr.	2011-2012	Clerical/Paraprofessional

POLICY

Board Review - Data Disaster Recovery Plan (Third Time Adoption) (File:1120.1)

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 und 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 bums, 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: