

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK
REGULAR MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
MONDAY – JUNE 25, 2012
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):
Special Meeting: June 5, 2012
Regular Meeting: June 12, 2012
4. Statement of the Board and/or Superintendent
5. Statement of West Babylon Teachers' Association Representatives
6. Statement of School Administrators' Association Representatives
7. Statement of C.S.E.A. Representatives
8. Statement of Student Association Representatives
9. Statement of PTA Council Representatives
10. Statement of Residents re: agenda items [15 minutes-limited to 3 minutes per speaker]*
11. Report of the Superintendent and/or Educational Presentation
12. Business Agenda [****Consent Agenda Items**]
 - A. **BOARD OF EDUCATION**
 - ** (R) Approval of Agency to provide Instruction to West Babylon School District Resident Handicapped Students for the 2012-2013 School Year (Res. #BE-1)
 - ** (R) Approval of West Islip Union Free School District to provide Summer Special Education and Related Services to West Babylon School District Resident Handicapped Students (Res. #BE-2)
 - ** (R) Approval of Board of Registrar for the 2012-2013 School Year (Res. #BE-3)
 - ** (R) Adoption of Revised 2012-2013 School District Calendar (Res. #BE-4)
 - ** (R) Authorization to sign Employment Agreement with the Transportation Supervisor (Res. #BE-5)
 - ** (R) Authorization to sign Employment Agreement with the Secretary to the Superintendent (Res. #BE-6)
 - ** (R) Authorization to Submit the District's Annual Professional Performance Review Plan (Res. #BE-7)

- B. PERSONNEL**
 - ** (R) 11-P-23 Professional Personnel
 - ** (R) 11-C-23 Civil Service Personnel (Res. #PE-1)

 - C. FINANCE**
 - ** (R) Long Island School Food Service Directors Association Cooperative Bid (Res. #FI-1)
 - ** (R) Budget Transfers (Res. #FI-2)

 - D. CURRICULUM**
 - ** (R) Authorization to Establish a Formal Agreement with Farmingdale College (Res. #CU-1)
 - ** (R) Adoption of 2012-2013 Amended Code of Conduct (Res. #CU-2)

 - E. FACILITIES**
 - ** (R) Declaration of Obsolete Equipment (Res. #FA-1)
13. Policy Review:
- A. Board Review - Annual District Election and Budget Vote (Second Time Discussion) File:1050
 - B. Board Review - Advisory Committees to the Board (Second Time Discussion) File:2260
 - C. Board Review - Agenda Preparation and Dissemination (Second Time Discussion) File:2342
 - D. Board Review - Interscholastic Athletics (Second Time Discussion) File:5280
 - E. Board Review - Student Records (Second Time Discussion) File:5500
 - F. Board Review - Purchasing (Second Time Discussion) File:6700
 - G. Board Review - School Building Safety (Second Time Discussion) File:8110
14. Board of Education Committee Reports
15. Old Business
16. New Business
17. Follow-Up to Residents' Statements
18. Statements of Residents re: other district items [15 minutes-limited to 3 minutes per speaker]*
19. Adjournment [This should take place by 11:00 P.M.]

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

Follow-Up to Residents' Questions

| Date | Residents' Questions | Responses |
|--------------------------|--|---|
| October 25, 2011 | Proposal to form a Budget Advisory Committee | 1/10/12-A Superintendent's Budget Advisory Committee will be formed. |
| November 21, 2011 | ----- | ----- |
| November 29, 2011 | ----- | ----- |
| December 13, 2011 | ----- | ----- |
| January 10, 2012 | ----- | ----- |
| January 24, 2012 | Request for Board of Education Trustees to reconsider each grade level being allowed to take one field trip a year. | To be discussed during future budget presentation meetings. |
| February 13, 2012 | ----- | ----- |
| February 28, 2012 | ----- | ----- |
| March 13, 2012 | ----- | ----- |
| March 27, 2012 | <ol style="list-style-type: none"> 1. Request for Board of Education Trustees to consider a cost per pupil comparison to other districts. 2. Request for Board of Education Trustees to consider a cost of programs analysis which would include the cost of the program, the number of student participants and the need for the program. | The requests are under consideration by the Board. |
| April 17, 2012 | ----- | ----- |
| April 24, 2012 | ----- | ----- |
| May 8, 2012 | ----- | ----- |
| May 22, 2012 | ----- | ----- |
| June 12, 2012 | ----- | ----- |

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION

BOARD ROOM - ADMINISTRATION BUILDING

MONDAY – JUNE 25, 2012

RESOLUTIONS

BOARD OF EDUCATION

****#BE-1**

RESOLVED: that the West Babylon Board of Education approves the following agency to provide instruction to West Babylon School District resident handicapped students:

Brookville Center for Children's Services, Inc.

****#BE-2**

RESOLVED: that the West Babylon Board of Education approves the following school district to provide summer special education and related services to West Babylon School District resident handicapped students:

West Islip Union Free School District

****#BE-3**

RESOLVED: that the West Babylon Board of Education approves the following employees to serve as the Board of Registrar for the West Babylon School District for the 2012-2013 school year:

Angela Appell
Louise Benvenuto
Barbara Burrows
Lynn Dell'Amore
Cyndi Lackner
Michelle Millner
Donna Rocchio

****#BE-4**

RESOLVED: that the 2012-2013 School District Calendar be revised as follows:

the Tuesday, July 24th Board of Education meeting will take place on Thursday, July 26th;

the Tuesday, October 23rd Board of Education meeting will take place on Tuesday, October 30th;

the Thursday, April 25th Board of Education meeting will take place on Tuesday, April 23rd; and

the Tuesday, May 21st Board of Education meeting will take place on Wednesday, May 22nd.

****#BE-5**

RESOLVED: that the President of the West Babylon Board of Education and the Superintendent of Schools are authorized to sign an employment agreement with the Transportation Supervisor to cover the period July 1, 2012 through June 30, 2014.

****#BE-6**

RESOLVED: that the President of the West Babylon Board of Education and the Superintendent of Schools are authorized to sign an employment agreement with the Secretary to the Superintendent to cover the period July 1, 2012 through June 30, 2014.

****#BE-7**

RESOLVED: that the West Babylon Board of Education authorizes the Superintendent or his/her designee, consistent with the terms of the Annual Professional Performance Review plan, to complete the information in the online portal, "Review Room", and to submit the plan via the online portal, and/or via any other means allowable by law, to the Commissioner of Education for review, in compliance with Education Law §3012-c, 8 N.Y.C.R.R. 30-2 and 8 N.Y.C.R.R. 100.2.

PERSONNEL

****#PE-1**

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

11-P-23

Professional Personnel

11-C-23

Civil Service Personnel

FINANCE

**#FI-1

RESOLVED: that the West Babylon Board of Education accepts the following recommendations for awarding bids listed from the Long Island School Food Service Directors Coop Bid:

SNACKS

Big Apple Pretzels
Big Geyser
Cookies & Moore
H. Schrier & Co.
Jay Bee Distributors
Mivila Foods
Savory Foods
T. A. Morris

FROZEN

H. Schrier & Co.
Island Wholesale.
Mivila Foods
Savory Foods
T. A. Morris

ICE CREAM

American Classics

GROCERIES

H. Schrier & Co.
Jay Bee Distributors
Mivila Foods
T. A. Morris
Savory Foods
Cookies & Moore

DAIRY

H. Schrier & Co.
Mivila Foods
Savory Foods
T. A. Morris

SMALLWARES

Calico Industries
J & F Supplies
Nassau Food Service Equipment

DRINKS

Colonial Coffee
Coca Cola
T. A. Morris
Snapple Distributors
Savory Foods
H. Schrier Foods
Jay Bee Distributors
Cookies & Moore
Big Geyser
Mivila Foods

BREAD

Modern Italian Bakery

BAGELS

Always Bagels

MEAT

Flynn's Provisions
H. Schrier & Co.
Island Wholesale.
T. A. Morris
Savory Foods
Mivila Foods

PAPER/PLASTIC

All One Source Supplies
Appco Paper & Plastic
Borax Paper Products
J & F Supplies
Mivila

LARGE EQUIPMENT

King Glassware Co.
Calico Industries
Nassau Food Service Equipment

Continued

GOVT. PROCESSED

Maid Rite Steak Co.
 Rich Products Corp.
 Advance Pierre
 Giorgio Foods
 Jennie-O
 JTM Foods
 Michael Foods
 Nardone Brothers
 Mivila Foods.
 Savory Foods
 T. A. Morris
 Tasty Brands

CHEESE/PIZZA

Giorgio Foods
 Mivila Foods
 Nardone Brothers
 Savory Foods
 T. A. Morris

CLEANING SUPPLIES

EcoLab

****PLEASE NOTE: THE COOP WILL CONTINUE TO BID MILK WITH THE NY STATE CONTRACT****

**#FI-2

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

| <i>ACCOUNT CODE</i> | <i>ACCOUNT CODE DESCRIPTION & TRANSFER EXPLANATION</i> | <i>FROM</i> | <i>TO</i> |
|---------------------|--|---------------------|---------------------|
| A2110.1200 | Teacher Salaries K-6 | \$120,000.00 | |
| A2250.1500 | Special Ed. Salaries. | | \$120,000.00 |
| | | | |
| A2110.1300 | Teacher Salaries 7-12 | \$30,000.00 | |
| A2270.1300 | Reading Teachers 6-12 | | \$30,000.00 |
| | | | |
| A2250.1601 | Special Ed. Aides | \$30,000.00 | |
| A2110.1600 | Teacher Aides/Sub Salaries | | \$30,000.00 |
| | | | |
| A5510.1630 | Bus Driver Salaries | \$30,000.00 | |
| A5510.1600 | Contract Salaries | | \$30,000.00 |
| | June Salary Reconciliation | \$210,000.00 | \$210,000.00 |

CURRICULUM

****#CU-1**

RESOLVED: that the West Babylon Board of Education authorizes the district to establish a formal agreement with Farmingdale College. This agreement allows West Babylon students enrolled in our Principles of Engineering/Robotics course to receive three college credits for the successful completion of this course work. Parents of students interested in receiving this college credit will be responsible for the \$140.00 fee for the course. Parents of students who receive Free or Reduced Lunch will only be responsible for a \$70.00 fee.

****#CU-2**

RESOLVED: that the West Babylon Board of Education adopts the amended 2012-2013 Code of Conduct.

FACILITIES

****#FA-1**

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

| Bldg. | Item | Model Number | Serial Number | WB CSD | WB UFSD |
|--------------|--|---------------------|----------------------|---------------|-----------------|
| SHS | Wire Closet Rack | | | 000274 | 20071458 |
| SHS | Wire Closet Rack | | | 000275 | 20071469 |
| SHS | Holland Electronics Head-End Distribution Amplifier | HCA-3017 RK | | | 20071470 |
| SHS | Holland Electronics Head-End Distribution Amplifier | HCA-3017 RK | | | 20071471 |
| SHS | Holland Electronics Head-End Distribution Amplifier | HCA-3017 RK | | | 20071472 |
| SHS | Holland Electronics Head-End Distribution Amplifier | HCA-3017 RK | | | 20071473 |
| SHS | Holland Electronics Head-End Distribution Amplifier | HCA-3017 RK | | | 20071474 |
| SHS | Holland Electronics Head-End Distribution Amplifier | HCA-3017 RK | | | 20071475 |
| SHS | Pico Pro Agile Audio Video Demodulator | PFAD 900 CSS | | | 20071487 |

WEST BABYLON UNION FREE SCHOOL DISTRICT
REGULAR MEETING - BOARD OF EDUCATION – MONDAY – JUNE 25, 2012

BOARD OF EDUCATION

(R) Revised 2012-2013 School District Calendar (Res. **#BE-4)

(Adopted: 3/27/12; Revised: 6/25/12)

WEST BABYLON SCHOOLS 2012-2013 CALENDAR

JULY 2012

| M | T | W | T | F |
|----|-----------------|----|-----------------|----|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 [^] | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 [^] | 27 |
| 30 | 31 | | | |

July 4 Independence Day
 10 Board of Education
 Organization Meeting

AUGUST 2012

| M | T | W | T | F |
|----|-----------------|----|------|----|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 [^] | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 [^] | 29 | {30} | 31 |

(1)
 August 30 Supt. Conf. Day

SEPTEMBER 2012

| M | T | W | T | F |
|-----------------|-----------------|----|----|----|
| | | | | |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 [^] | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 [^] | 25 | 26 | 27 | 28 |

(16)
 September 3 Labor Day
 4 First Day of School
 17-18 Rosh Hashanah
 20 Emergency Drill
 26 Yom Kippur

OCTOBER 2012

| M | T | W | T | F |
|----|-----------------|----|----|----|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 [^] | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 [^] | 31 | | |

(22)
 October 8 Columbus Day

NOVEMBER 2012

| M | T | W | T | F |
|----|-----------------|----|----|----|
| | | | 1 | 2 |
| 5 | {6} | 7 | 8 | 9 |
| 12 | 13 [^] | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 [^] | 28 | 29 | 30 |

(18+1)
 November 6 K-12 Full Day Conf.
 12 Veterans Day
 16 6-8 Parent/Teacher
 Conf. Day (17+2)
 22-23 Thanksgiving Recess

DECEMBER 2012

| M | T | W | T | F |
|----|-----------------|----|----|----|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 [^] | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

(15)
 December 7 K-5 Parent/Teacher
 Conf. Day (14+1)
 24-31 Winter Recess

JANUARY 2013

| M | T | W | T | F |
|----|-----------------|----|----|------|
| | 1 | 2 | 3 | 4 |
| 7 | 8 [^] | 9 | 10 | {11} |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 [^] | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

(20+1)
 January 1 New Year's Day
 11 K-12 Full Day Conf.
 21 Martin Luther King Day

FEBRUARY 2013

| M | T | W | T | F |
|----|-----------------|----|----|----|
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 [^] | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 [^] | 27 | 28 | |

(15)
 February 18-22 Mid-Winter Recess

MARCH 2013

| M | T | W | T | F |
|-----|-----------------|------|----|----|
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 [^] | {13} | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25* | 26 | 27 | 28 | 29 |

(15+1)
 March 13 WBTA Conf. Day
 25-29 Passover/Easter Recess

APRIL 2013

| M | T | W | T | F |
|----|-----------------|----|----|----|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 [^] | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 [^] | 24 | 25 | 26 |
| 29 | 30 | | | |

(22)

MAY 2013

| M | T | W | T | F |
|----|----------------|-----------------|----|-----------------|
| | | 1 | 2 | 3 |
| 6 | 7 [^] | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 [^] |
| 20 | 21 | 22 [^] | 23 | 24* |
| 27 | 28* | 29 | 30 | 31 |

(20)
 May 24-28 Memorial Day Recess

JUNE 2013

| M | T | W | T | F |
|----|-----------------|----|----|----|
| | | | | |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 [^] | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 [^] | 26 | 27 | 28 |

(15)
 June 20 K-5 Half Day Conf.
 21 Regents Rating Day
 21 9-12 Conf. Day
 21 Last Day of School

*If **NO** snow days are used, schools will be **CLOSED March 25, May 24 and May 28.**

*If **ONE** snow day is used, schools will be **OPEN May 28 and CLOSED March 25 and May 24**

*If **TWO** snow days are used, schools will be **OPEN May 24 and May 28 and CLOSED March 25.**

*If **THREE** snow days are used, schools will be **OPEN March 25, May 24 and May 28.**

{ } Conference Day

□ School Closed

[^] Board of Education Meetings-8:00 PM

TOTAL 178+4
 (Grades K-8=177+5)

[Please note that the spring recess days are not guaranteed! If three or more snow days are used, schools will be open during parts of the spring recess: 3/25-3/29.]

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

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - MONDAY - JUNE 25, 2012

PERSONNEL

(R) Schedules: 11-P-23 Professional Personnel
 11-C-23 Civil Service Personnel



PROFESSIONAL PERSONNEL SCHEDULE

I. Professional Personnel Schedule 11-P-23

- A. Retirement
- B. Interim Asst. Supt. for Human Resources
- C. 2012-2013 Part-Time Appointment
- D. S.A.T./A.C.T. Proctors
- E. 2012 Summer Work
- F. 2012-2013 Adult Education Director/Instructors/Consultants/Volunteers
- G. 2012-2013 Webmaster
- H. 2012-2013 Club & Advisor
- I. 2012-2013 P.A.C. Coordinators
- J. 2012-2013 P.A.C. Technicians
- K. 2012-2013 PT/Athletic Trainer
- L. 2012-2013 Equipment Managers
- M. 2012-2013 Coaching
- N. 2012-2013 Student Teachers/Observers/Interns

CIVIL SERVICE PERSONNEL SCHEDULE

II. Civil Service Personnel Schedule 11-C-23

- A. Resignation
- B. PEL Recall
- C. 2012 Summer Work
- D. S.A.T. Proctor
- E. 2012-2013 Per Diem Substitutes

SCHEDULE 11-P-23 Professional Personnel Schedule
 Date of Meeting: June 25, 2012
 Page 1 of 9 pages.

| NAME | POSITION | SCHOOL/ AREA | STEP/ SALARY | BEG/END APPT. | COMMENTS |
|---------------------------------------|--|-----------------|---|------------------|-----------------------|
| Tomeo, Patricia | Social Studies Tchr. | JH | | 6/30/12 | Resignation to Retire |
| Myers, Joseph | Interim Asst. Supt. for Human Resources | Adm. | \$500./day | 7/1/12-7/31/12 | [2 days/week] |
| Bellino, Charles | PT/Technology Tchr. (.5) | JH | Step A-1-3/ \$52,360. (prorate @ 50%) | 9/1/12 – 6/30/13 | |
| <u>S.A.T. Proctors:</u> | | | \$21.97/hr. | 6/2/12 | |
| Shaffer, Donna | | | | | 6 hrs. |
| Powers, Brian | | | | | 6.5 hrs. |
| Powers, Daniel | | | | | 7.5 hrs. |
| <u>A.C.T. Proctors:</u> | | | \$21.97/hr. | 6/9/12 | |
| Lauritsen, James | | | | | 5 hrs. |
| Ruiz, Lawrence | | | | | 5.5 hrs. |
| Dombo, Stephen | | | | | 6 hrs. |
| Iaquinto, Christine | | | | | 6 hrs. |
| McArdle, Patrick | | | | | 6 hrs. |
| O'Leary, Daniel | | | | | 6 hrs. |
| Simone, Linda | | | | | 6 hrs. |
| Amaya-Velasquez, Idalia | | | | | 6 hrs. |
| Shaffer, Donna | | | | | 6.5 hrs. |
| Satriano, Paul | Test Coordinator | | | | 7.5 hrs. |
| Thomas, Stephanie | Test Supervisor | | | | 7.5 hrs. |
| <u>Summer Work:</u> | | | | Summer, 2012 | |
| <u>Performing Arts Center:</u> | | | | | |
| Barone, Joseph | Coordinator | | \$45.22/hr. | | [up to 25 hrs.] |
| Palminteri, Michael | Technician | | \$35./hr. | | [up to 25 hrs.] |

SCHEDULE 11-P-23 Professional Personnel Schedule

Date of Meeting: June 25, 2012

Page 2 of 9 pages.

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

=====

Summer Work:

Summer, 2012

CSE Representatives:

| | | | | | |
|---------------------|--|--|-------------|--|--|
| Brennon, Ellen | | | \$97.68/hr. | | |
| Elefterion, Eric | | | \$63.25/hr. | | |
| Fazio, Hillory | | | \$97.68/hr. | | |
| Flynn, Ann | | | \$83.06/hr. | | |
| Hands, Eileen | | | \$63.25/hr. | | |
| Hoppe-Arden, Lisa | | | \$97.68/hr. | | |
| Joseph, Melissa | | | \$60.65/hr. | | |
| Leonbruno, Thomas | | | \$85.70/hr. | | |
| Limperatos, Tara | | | \$85.27/hr. | | |
| Mack, Michael | | | \$80.75/hr. | | |
| Milligan, Joon | | | \$89.67/hr. | | |
| Powers, Julio | | | \$97.47/hr. | | |
| Read Feryo, Michele | | | \$70.23/hr. | | |
| Schimmel, Alicia | | | \$34.82/hr. | | |
| Shaffer, Donna | | | \$80.86/hr. | | |
| Thorschmidt, Joanne | | | \$53.94/hr. | | |

Summer Work:

June-July, 2012

Curriculum Development:

| | | | | | |
|-----------------------|-------------------|--|-------------|--|-----------|
| Fulton, Sherri-Anne | Special Ed. Tchr. | | \$83.06/hr. | | [10 hrs.] |
| Mackenzie, Mary Ellen | Special Ed. Tchr. | | \$78.66/hr. | | [10 hrs.] |

Summer Work:

Summer, 2012

| | | | | | |
|--------------------|---------------------|--|-------------|--|------------------|
| DeBlasio, Diane | Master Technologist | | \$51.14/hr. | | [up to 125 hrs.] |
| Allcot, Thomas | Senior Technologist | | \$38.68/hr. | | [up to 100 hrs.] |
| Knudsen, Robert | Senior Technologist | | \$38.68/hr. | | [up to 100 hrs.] |
| Timko, Margaret | Senior Technologist | | \$39.22/hr. | | [up to 100 hrs.] |
| Weis, Danielle | Senior Technologist | | \$38.68/hr. | | [up to 100 hrs.] |
| Wolkiewicz, Sharon | Senior Technologist | | \$39.22/hr. | | [up to 100 hrs.] |

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

Adult Education:

| | | | | | |
|---------------|----------|--|-------------------|-----------|--|
| Moore, Robert | Director | | \$3,600./semester | 2012-2013 | |
|---------------|----------|--|-------------------|-----------|--|

Adult Education Instructors:

| | | | | | |
|--------------------|--|--|-----------|------------|--|
| | | | \$25./hr. | Fall, 2012 | |
| Axelson, Gregory | | Adult Fitness Program | | | |
| Snyder, John | | Adult Fitness Program - Substitute | | | |
| Baez, Rosalis | | Spanish for Beginners | | | |
| Bianco, Maureen | | Line Dancing: It's Not Just Country Anymore | | | |
| Crichton, Kim | | Pilates | | | |
| | | Iyengar Yoga | | | |
| | | Qigong (Chee Gung) | | | |
| Hogan, Lisa | | Meditation | | | |
| Kefalas, Terrance | | Introduction to Computers | | | |
| | | Introduction to Microsoft Word | | | |
| | | Introduction to Microsoft Excel | | | |
| Kenney, Linda | | Mah Jongg | | | |
| LeClaire, Kathleen | | Painting for Beginners or Those Who Wish to Refresh Their Skills | | | |
| Macinick, Cara | | Healing from the Kitchen - Part I & II | | | |
| | | Colors, Crystals and Chakras - Part I & II | | | |
| | | "Your Stars are Numbered" | | | |
| Matti, Jane | | Decoding Your Dreams | | | |
| | | Relationships 101 (For Single Women Only) | | | |
| Milazzo, Lorraine | | One Stroke Painting | | | |
| Musac, Robert | | How to Buy a Diamond Engagement Ring | | | |
| Pardo, Richard | | Italian | | | |
| Powers, Joseph | | Introduction to Guitar | | | |
| Waltman, Linda | | Zumba | | | |
| Zambito, Bob | | Debt Free Lifestyles | | | |

Adult Education Consultants:

| | | | | | |
|------------------|----------------------------|---|--------------|------------|--|
| | | | | Fall, 2012 | |
| The Baking Coach | | Halloween Cake Pops with Fondant Cut Outs | \$15./person | | |
| | | Everything But the Turkey | \$15./person | | |
| | | Apple and Chocolate Cream Pies | \$15./person | | |
| | | Holiday Gifts | \$15./person | | |
| | | Holiday Cookies | \$15./person | | |
| Cottral, Steve | U.S. Coast Guard Auxiliory | America's Boating Course | \$35./person | | |

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

Adult Education Consultants:

Fall, 2012

| | | | | | |
|----------------------------------|------------------------|--|--|---------------|--|
| Dashkin, Howard "Rico" | | Latin/Ballroom Dancing | | \$60./person | |
| Elardo, Dina | | Notary Public Course | | \$48./person | |
| | | Notary Signing Agent Course | | \$50./person | |
| Fathi, Saul Silas | | Current International Affairs | | \$150./night | |
| Greco, Linda | Suffolk Safety | Defensive Driving | | \$28./person | |
| Hirschfield, Martin | | Defensive Driving | | \$30./person | |
| Creative Voice Development Group | | Getting Paid to Talk | | \$87.50/night | |
| Zalewski, Erik | Have Dummy Will Travel | Adult, Child and Infant CPR/AED | | \$45./person | |
| | | CPR for Professionals/Healthcare Providers | | \$45./person | |
| | | Basic First Aid | | \$45./person | |
| | | Pet First Aid & Disaster Preparedness | | \$45./person | |

Adult Education Volunteer Instructors:

Fall, 2012

| | | | | | |
|----------------------|--|---|--|--|--|
| Kass, Steven | | Elder Law and Estate Planning | | | |
| | | Special Needs Planning | | | |
| Bergmann, Iro | | The "10" Roadblocks to a Carefree Retirement | | | |
| | | Income and Asset Conservation | | | |
| Esposito, Jan & Tony | | How to Pay for College Without Going Broke | | | |
| Danaher, Meg | | Tax-Free Investing | | | |
| | | Smart Women Finish Rich | | | |
| Espinoza, Shirley | | Lick the Sugar Habit | | | |
| | | What Your Feet Can Tell You About Your Health | | | |
| | | Tummy Troubles | | | |
| | | Weight Management | | | |
| | | Stress Management | | | |

SCHEDULE 11-P-23 Professional Personnel Schedule

Date of Meeting: June 25, 2012

Page 5 of 9 pages.

| NAME | POSITION | SCHOOL/ AREA | STEP/ SALARY | BEG/END APPT. | COMMENTS |
|---|------------|-----------------|-----------------|------------------|-----------------|
| Squicciarini, Patricia | Webmaster | DW | \$4,700. | 2012-2013 | |
| <u>Club & Advisor:</u> | | | | | |
| Perillo, Anthony | Technology | JH | \$1,454. | 2012-2013 | |
| <u>PAC Coordinators:</u> | | | | | |
| Barone, Joseph Kelly, Barbara | | | \$4,000. | 2012-2013 | |
| <u>PAC Technicians:</u> | | | | | |
| Cafiero, Mary Ann Carson, Jeffrey DeGaetano, Dario Foisset, Daniel Francesco, Nicholas Heaton, Bryon Koeppel, Charles Palminteri, Mork Powers, Terrence | | | \$35./hr. | 2012-2013 | |
| <u>Part-Time Athletic Trainer:</u> | | | | | |
| Haug, Christopher | | | \$30./hr. | 2012-2013 | |
| <u>Equipment Managers:</u> | | | | | |
| Dahl, Robert | | JH | \$2,053. | 2012-2013 | July - December |
| " | | JH | \$2,053. | | January - June |
| Ritacco, Albert | | HS | \$2,053. | | July - December |
| McArdle, Patrick | | HS | \$2,053. | | January - June |

SCHEDULE 11-P-23 Professional Personnel Schedule

Date of Meeting: June 25, 2012

Page 6 of 9 pages.

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

Coaches:

Fall, 2012

| | | | | | |
|---------------------|---------------|-------------------|----------|--|--|
| TBA | JV Head | Cheerleading | \$4,108. | | |
| Matthews, Autumn | JHS Head | Cheerleading | \$2,433. | | |
| Rossi, Joseph | Varsity Head | Cross Country (B) | \$5,112. | | |
| Dahl, Robert | JHS Head | Cross Country (B) | \$4,108. | | |
| Mandriota, Jennifer | JHS Head | Field Hockey | \$4,108. | | |
| Byrne, Timothy | Varsity Asst. | Football | \$5,780. | | |
| Ritacco, Joseph | JV Head | Football | \$5,780. | | |
| Torre, Andrew | JV Asst. | Football | \$5,112. | | |
| Hartranft, Gregory | JHS Head | Football | \$4,370. | | |
| Bellino, Charles | JHS Asst. | Football | \$4,108. | | |
| Homan, Daniel | JV Head | Golf | \$4,108. | | |
| Kunzig, Christopher | JV Head | Soccer (B) | \$5,112. | | |
| Horstmann, Thomas | JHS Head | Soccer (B) | \$4,108. | | |
| Terysen, Holly | JV Head | Soccer (G) | \$5,112. | | |
| Levy, Steven | JHS Head | Soccer (G) | \$4,108. | | |
| DeRuvo, Andrew | JV Head | Tennis (G) | \$4,108. | | |
| Schrank, John | JHS Head | Tennis (G) | \$4,108. | | |
| Palazzo, Somantho | JV Head | Volleyball | \$5,112. | | |

Winter, 2012-2013

| | | | | | |
|--------------------|---------------|------------------|----------|--|--|
| Bellacosa, Michael | JV Head | Basketball (B) | \$5,780. | | |
| Levy, Steven | JHS Head | Basketball (B) | \$4,108. | | |
| TBA | JV Head | Basketball (G) | \$5,780. | | |
| Riviezzo, Frances | Varsity Head | Bowling (B) | \$5,112. | | |
| TBA | JV Head | Cheerleading | \$4,108. | | |
| Matthews, Autumn | JHS Head | Cheerleading | \$2,433. | | |
| Ging, Frank | Varsity Head | Winter Trock (B) | \$5,112. | | |
| Armoto, Philip | Varsity Head | Winter Trock (G) | \$5,112. | | |
| Tonini, Nicholas | Varsity Asst. | Wrestling | \$5,780. | | |
| TBA | JV Head | Wrestling | \$5,780. | | |
| Hartranft, Gregory | JHS Head | Basketball (G) | \$4,108. | | |
| Theo, Harry | JHS Head | Wrestling | \$4,108. | | |
| Russo, Michael | JHS Asst. | Wrestling | \$3,861. | | |

SCHEDULE 11-P-23 Professional Personnel Schedule

Date of Meeting: June 25, 2012

Page 7 of 9 pages.

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

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Coaches:

Spring, 2013

| | | | | | |
|---------------------|---------------|-------------------|----------|--|--|
| Rayola, Michael | Varsity Head | Baseball | \$6,388. | | |
| TBA | JV Head | Baseball | \$5,112. | | |
| Heaton, Bryan | JHS Head | Baseball | \$4,108. | | |
| Pitagno, Robert | Varsity Asst. | Lacrosse (B) | \$5,112. | | |
| Royle, Daniel | JV Head | Lacrosse (B) | \$5,112. | | |
| Kunzig, Christopher | JV Asst. | Lacrosse (B) | \$4,108. | | |
| Hartranft, Gregory | JHS Head | Lacrosse (B) | \$4,370. | | |
| Horstmann, Thomas | JHS Asst. | Lacrosse (B) | \$4,108. | | |
| McCabe, James | Varsity Asst. | Lacrosse (G) | \$5,112. | | |
| TBA | JV Head | Lacrosse (G) | \$5,112. | | |
| TBA | JV Asst. | Lacrosse (G) | \$4,108. | | |
| Burkhard, Elizabeth | JHS Head | Lacrosse (G) | \$4,370. | | |
| Kane, Drew | JHS Asst. | Lacrosse (G) | \$4,108. | | |
| TBA | JV Head | Softball | \$5,112. | | |
| Terysen, Holly | JHS Head | Softball | \$4,108. | | |
| DeRuvo, Andrew | JV Head | Tennis (B) | \$4,108. | | |
| TBA | JHS Head | Tennis (B) | \$4,108. | | |
| Dahl, Robert | Varsity Head | Track & Field (B) | \$6,388. | | |
| Snyder, John | JHS Head | Track & Field (B) | \$4,370. | | |
| Armata, Philip | JHS Head | Track & Field (G) | \$4,370. | | |

| NAME | POSITION | SCHOOL/ AREA | STEP/ SALARY | BEG/END APPT. | COMMENTS |
|---|--------------------|-----------------|-----------------|------------------|----------|
| <u>Student Teachers/Observers:</u> | | | | Fall, 2012 | |
| Abbate, Maria | Special Education | SB | | | |
| Antonacci, Gaetana | Physical Education | JH/HS | | | |
| Cavanagh, Jessica | Special Education | JK | | | |
| Cervini, Megan | Elementary | SB | | | |
| Congiusta, Robert | Social Studies | JH | | | |
| Gorman, Bridget | Foreign Language | HS | | | |
| Grassa, Richard | Physical Education | SB/HS | | | |
| Klaum, Caitlin | Mathematics | HS | | | |
| Kuffo, Nicole | Elementary | TA | | | |
| Mando, Brian | Physical Education | JH | | | |
| Muhs, Christopher | Elementary | SB/SA | | | |
| Penta, Brian | Special Education | SB | | | |
| Sandoval, Stephanie | Special Education | JH | | | |
| Sciame, Christina | Mathematics | JH | | | |
| Sutherland, Matthew | Physical Education | TA/HS | | | |
| <u>Guidance Interns:</u> | | | | Fall, 2012 | |
| Colesanti, Stephanie | Guidance | HS | | | |
| Miller, William | Guidance | HS | | | |
| <u>Psychology Intern:</u> | | | | Fall, 2012 | |
| Basso, Kristin | Psychology | FA | | | |
| <u>Social Worker Intern:</u> | | | | Fall, 2012 | |
| *Schwartz, Johanna | Social Worker | HS | | | |

*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT
REGULAR MEETING - BOARD OF EDUCATION - MONDAY - JUNE 25, 2012

FINANCE

- (R) Award of Bid: 2012-2013 Long Island School Food Service Directors
Cooperative Bid (**#FI-1)

- (R) Award of Bid (**#FI-2)

**WEST BABYLON SCHOOLS
SCHOOL FOOD SERVICE DEPARTMENT**



TO: Jennifer Buscemi, Executive Director for Finance & Operations
FROM: Adrienne Goldenbaum, School Food Service Director
DATE: June 11, 2012
RE: **2012 - 2013 School Food Service Coop Bids (For Board Agenda)**

I recommend that the Board accept the following recommendations for awarding the bids listed from the Long Island School Food Service Directors Coop Bid Association. These bids were opened on April 27 at 12 noon in South Huntington School District. The bids were advertised in Nassau & Suffolk Newsday on April 4, 2012.

BAGELS

Always Bagels

DAIRY

H. Schrier & Co.
Mivila Foods
Savory Foods
T.A. Morris

GOVT. PROCESSED

Maid Rite Steak Co.
Rich Products Corp.
Advance Pierre
Giorgio Foods
Jennie-O
JTM Foods
Michael Foods
Nardone Bros.
Mivila Foods
Savory Foods
T.A. Morris
Tasty Brand

CHEESE/PIZZA

Giorgio Foods
Mivila Foods
Nardone Bros.
Savory
T.A. Morris

BREAD

Modern Italian Bakery

SNACKS

Big Apple Pretzels
Big Geyser
Cookies & More

H. Schrier & Co.

Jaybee Dist.
Mivila Foods
Savory Foods
T. A. Morris

DRINKS

Colonial Coffee
Coca Cola
T.A. Morris
Snapple Dist.
Savory Foods
H. Schrier Foods
Jay Bee Dist.
Cookies & More
Big Geyser
Mivila Foods

FROZEN

H. Schrier & Co.
Island Wholesale.
Mivila Foods
Savory Foods
T. A. Morris

MEAT

Flynn's Provisions
H. Schrier & Co.
Island Wholesale
Mivila Foods
T.A.Morris
Savory Foods

**CLEANING
SUPPLIES**

EcoLab

LARGE EQUIP.

King Glassware Co.
Calico Industries
Nassau Food Service

GROCERY

H. Schrier & Co.
Jaybee Dist.
Mivila Foods
T.A Morris
Savory Foods
Cookies & More

ICE CREAM

American Classics

PAPER/PLASTIC

All One Source Supplies
Appco Paper & Plastic
Borax Paper Products
J & F Supplies
Mivila

SMALLWARES

Calico Industries
J & F Supplies
Nassau Food Service Equ.

*** PLEASE NOTE: THE COOP BID WILL CONTINUE TO BID MILK WITH THE NY STATE CONTRACT**

cc. A. Cacciola

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - MONDAY – JUNE 25, 2012

POLICY

- A. Board Review-Annual District Election and Budget Vote (Second Time Discussion) File:1050
- B. Board Review-Advisory Committees to the Board (Second Time Discussion) File:2260
- C. Board Review-Agenda Preparation and Dissemination (Second Time Discussion) File:2342
- D. Board Review-Interscholastic Athletics (Second Time Discussion) File:5280
- E. Board Review-Student Records (Second Time Discussion) File:5500
- F. Board Review-Purchasing (Second Time Discussion) File:6700
- G. Board Review-School Building Safety (Second Time Discussion) File:8110

ANNUAL DISTRICT ELECTION AND BUDGET VOTE

The district shall hold an annual meeting and election at which the district's authorized voters will elect members of the Board of Education and vote on the district budget for the coming school year. The annual district meeting and election will be held on the third Tuesday in May, unless due to a conflict with religious observance, the Board requests that the Commissioner approve changing the election date to the second Tuesday in May. The request is due to the Commissioner by March 1st. *The school district shall be divided into two election districts with voting machines to be used in each district. The vote on the budget or any other proposition shall take place in accordance with law.*

The District Clerk shall publish a notice of the time and place of the annual meeting and election at least four times within the seven weeks prior to the meeting, in two newspapers having general circulation within the district. The first publication of the notice shall be at least 45 days prior to the meeting. The notice shall also contain notice of any other matter required by law.

Copies of the budget to be voted upon at the annual meeting election will be available in each district school building for district residents upon request at the time of the annual meeting and election and 14 days (other than Saturday, Sunday and holidays) as well as on the school district's website www.wbschools.org prior to the meeting.

The Board shall appoint assistant clerks and election inspectors necessary for the annual meeting and election at a Board meeting held before the annual meeting and election.

Propositions

The Board has the authority, under the Education Law, to adopt reasonable rules and regulations concerning the submission of petitions to the Board to place propositions on the ballot which may amend the budget. Pursuant to those provisions, the Board establishes the following guidelines:

1. Unless otherwise provided by the Education Law, petitions for the submission of a proposition must contain a minimum 25 signatures of qualified voters of the district or 2 percent of the eligible voters who voted in the previous annual election of the members of the Board of Education, whichever is greater.
2. Petitions must be filed with the District Clerk at least 30 days prior to the annual meeting, except for petitions relating to a proposition which must be included in the notice of the annual meeting (e.g., changing the number of board members). Such petitions must be submitted 60 days in advance of the annual meeting to facilitate the preparation and printing of the ballots.
3. Propositions must include the specific appropriations necessary for the purposes listed.
4. Wording of a petition must comply with legal requirements. If the wording does not comply, it may be changed or altered by the Board, or the Board may reject a petition for failure to comply.

Propositions received in accordance with these specifications will be placed on the ballot as amendments and will be voted upon by the voters in the same manner as the proposed budget, except that the Board shall not be required to place any proposition on the ballot which is within the exclusive province of the Board, or otherwise forbidden by law. No proposition involving the budget may be submitted to the voters more than twice.

The Board may also, on its own motion, submit propositions.

Ref: Education Law §§416(3); 1608(2); 1716(2) 1804(4); 1906(1); 2002(1); 2003(1)(2); 2004(1)-(7); 2009; 2021; 2022(1), (4)-(5); 2035(2); 2601-a(2)
General Construction Law §60
Matter of Hebel, 34 EDR 319 (1994)
Matter of Martin, 32 EDR 567 (1993)
Matter of Como, 30 EDR 214 (1990)

Replaces in whole or in part former policy BBB

Adoption date: 12/08/2009

Advisory Committees to the Board

2260

The Board of Education recognizes that it can beneficially utilize the talents, resources, and interests available among district residents to assist in developing the programs needed for the maintenance of a quality educational program in the schools of the district. To that end, the Board shall, at its discretion and in accordance with state law and regulation, appoint Citizens Advisory Committees of representative residents of the district to meet with the Board to provide advice and reaction about important matters before the Board which may have special significance for the community.

Each citizens committee organized by the Board shall be appointed and discharged by official Board resolutions. Resolutions appointing such committees shall state specifically the scope of the work of the committee. Committees will be instructed as to the length of time each member is being asked to serve; the service the Board wishes rendered; and the resource the Board intends to provide. Each committee will be instructed as to the relationship it has to the Board, to individual Board members, and to the Superintendent and professional staff.

Appointments to Citizens Advisory Committees shall be on the basis of interest, experience, expertise, and concern. No one shall be appointed as a representative of a specific group or area, unless it is the express purpose of the Board to have all areas of the community represented, in which case the Board will, in its own discretion, appoint representative members of every such group or area. The Board shall make every effort to form a committee that is representative of the entire community.

Committees shall report all suggestions and recommendations to the Board and Superintendent of Schools prior to public release. Final reports shall be delivered to the Board at a meeting scheduled by the Board to receive the report.

The Board may accept, reject, or return committee recommendations for further study. Any action stemming from committee reports is the responsibility of the Board. Publicity, or the release of information, concerning committee findings shall be the responsibility and the prerogative of the Board. Advisory committees shall be discontinued upon completion of their assignment(s).

The President of the Board may, from time to time, establish committees whose membership will consist of members of the Board. The President of the Board shall serve as an ex-officio member of all committees. Board committees shall undertake studies and make reports as charged by the Board, but shall not act on behalf of the Board.

The President of the Board may establish standing or ad hoc committees and may terminate any committees at any time.

Replaces in whole or in part former policy BCF and BCE

Ref: Education Law §§4402; 4601
8 NYCRR §135.3(2)

Adopted: 12/08/2009

AGENDA PREPARATION AND DISSEMINATION

The Superintendent of Schools, in consultation with the Board President, shall prepare the agenda for each board meeting according to the order of business, to facilitate orderly and efficient meetings, and to allow board members sufficient preparation time.

Items of business may be suggested by any Board member, district employee, parent, student, or other member of the public, and must relate directly to district business. The inclusion of items suggested by Board members, district employees, parents, students, or other members of the public shall be at the discretion of the Superintendent, in consultation with the Board President.

Persons suggesting items of business must submit the item to the Superintendent according to the agenda preparation schedule. Items will not be added to the agenda later than these time periods, unless the item is of an emergency nature and authorized by the Superintendent in consultation with the Board President.

The agenda shall specify whether the item is an action item, a consent item, a discussion item or an information item.

The agenda and any supporting materials will be distributed to all board members 5 days before the meeting if possible, to permit careful consideration of items of business. The agenda *and any supporting material to be discussed at the board meeting that is permissible to be released to the public will be posted on the district's website, to the extent practicable*, in advance of the meeting. The agenda will also be available in the District Clerk's office to anyone who requests a copy.

The District Clerk shall be responsible for ensuring that the agenda is available to the public.

Cross-ref: 2350, Board Meeting Procedures

Replaces in whole or in part former policy BDDC

Adopted: 12/08/2009

DRAFT

5280

INTERSCHOLASTIC ATHLETICS

Interscholastic athletics for boys and girls is an integral and desirable part of the district's secondary school educational program. Individual and team sports shall be based upon comprehensive physical education instruction and intramural activities, seeking broad participation from all eligible secondary students. Lifetime or carry-over sports are to be particularly encouraged and supported. Parity in the number and kind of sports activities for girls and boys is a clear objective of the district.

Student eligibility for participation on interscholastic teams shall include:

- 1. authorization by the school physician;*
- 2. written parent or guardian consent (the written consent will contain information for parents on mild traumatic brain injury (TBI) and will provide a link to the State Education Department's web page on TBI); and*
- 3. endorsement by the Building Principal based on established rules and various league and State Education Department regulations.*

Although the district will take reasonable care to protect student athletes, students may still sustain injuries. In order to most effectively ensure student safety, open communication between students, parents and coaches about the child's medical condition is critical. Coaches, and other appropriate staff, will receive guidance and training regarding recognition of injury and removal of the student athlete from play in the event of injury. Parents and/or students are expected to report injuries so that student health can be protected.

In the case of a suspected or actual head injury, a student must be removed from play immediately. In order to resume participation following injury, including head injury, the student needs to receive medical clearance. The Superintendent, in consultation with appropriate district staff, including the school physician, will develop regulations and procedures to guide the process of return to play.

In recognition of the importance of appropriately managing head injuries, the Board authorizes the creation of a Concussion Management Team (CMT). The CMT will be comprised of [insert all applicable titles: the athletic director, a school nurse, the school physician, a coach of an interscholastic team, an athletic trainer] and other appropriate personnel designated by the Superintendent. The CMT is charged with overseeing compliance with state training requirements, developing guidelines for use by coaches and physical education teachers and developing information for distribution to parents and students.

Cross-ref: 5420, Student Health Services

Ref: Education Law §§ 305(42), 1709 (8-a); 3001-b
8 NYCRR §§135.4, 136.5
Santa Fe Indep. Sch. Dist. V. Doe, 520 U.S. 290 (2000) (constitutionality of student-led prayers at interscholastic athletic activities)
Concussion Management Support Materials, www.nysphsaa.org

Adoption date:

STUDENT RECORDS

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, the Board will ensure that eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. The procedures for ensuring these rights shall be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the district's student records in accordance with Schedule ED-1 as adopted by the Board in policy 1120.

The district will use reasonable methods to provide access to student educational records only to those authorized under the law and to authenticate the identity of the requestor.

The Superintendent of Schools shall be responsible for ensuring that all requirements under law and the Commissioner's regulations are carried out by the district.

Definitions

Education Record: means those records, in any format, directly related to the student and maintained by the district or by a party acting on behalf of the district, except:

- (a) records in the sole possession of the individual who made it and not accessible or revealed to any other person except a substitute;
- (b) records of the district's law enforcement unit;
- (c) records of treatment created or maintained by a physician, psychiatrist, psychologist or other professional/paraprofessional acting that capacity.

Eligible student: a student who has reached the age of 18 or is attending postsecondary school.

Legitimate educational interest: a school official has a legitimate educational interest if they need to review a student's record in order to fulfill his or her professional responsibilities.

Personally identifiable information: is information that would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Such data might include social security number, student identification number, parents' name and/or address, a biometric record, etc.

School official: a person who has a legitimate education interest in a student record who is employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a member of the Board of Education; a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing his or her tasks.

Annual Notification

At the beginning of each school year, the district will publish a notification that informs parents, guardians and eligible students currently in attendance of their rights under FERPA and the procedures for exercising those rights. This notice may be published in a newspaper, handbook or other school bulletin or publication. This notice will also be provided to parents, guardians, and eligible students who enroll during the school year.

The notice will include a statement that the parent/guardian or eligible student has a right to:

1. inspect and review the student's education records;
2. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;

3. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
4. file a complaint with the United States Department of Education alleging failure of the district to comply with FERPA and its regulations.

The annual notice will inform parents/guardians and eligible students:

1. that it is the district's policy to disclose personally identifiable information from student records, without consent, to other school officials within the district whom the district has determined to have legitimate educational interests.
2. that, upon request, the district will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled.
3. that, upon request, the district will disclose a high school student's name, address and telephone number to military recruiters and institutions of higher learning unless the parents or eligible student exercise their right to prohibit release of the information without prior written consent.
4. of the procedure for exercising the right to inspect, review and request amendment of student records.

The district will provide translations of this notice, where necessary, to parents, guardians and eligible students in their native language or dominant mode of communication.

In the absence of the parent or eligible student exercising their right to opt out of the release of information to the military, the district is required to, under federal law, release the information indicated in number three (3) above.

Directory Information

The district has the option under FERPA of designating certain categories of student information as "directory information." The Board directs that "directory information" include; student's name, [address, telephone number], date of birth, place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, grade level photograph, [e-mail address] and enrollment status.

Social security numbers, student identification numbers or other personally identifiable information will not be considered directory information.

Once the proper FERPA notification is given by the district, a parent/guardian or eligible student will have 14 days to notify the district of any objections they have to any of the "directory information" designations. If no objection is received, the district may release this information without prior approval of the parent/guardian or eligible student for the release. Once the eligible student or parent/guardian provides the "opt-out," it will remain in effect after the student is no longer enrolled in the school district.

The district may elect to provide a single notice regarding both directory information and information disclosed to military recruiters.

Cross-ref: 1120, School District Records, 4321, Programs for Students with Disabilities Under IDEA and Part 89 and 5550, Student Privacy

Ref: Family Educational Rights and Privacy Act, 20 USC 1232g; 34 CFR Part 99
 No Child Left Behind Act, 20 USC §7908 10 USC §503 as amended by §544 of the National Defense Reauthorization Act for FY 2002 Education Law § 225, Public Officers Law §87(2)(a)
 Arts and Cultural Affairs Law, Article 57-A (Local Government Records Law)
 8 NYCRR 185.12 (Appendix I) Records Retention and Disposition, Schedule ED-1 for Use by School Districts and BOCES

Replaces former policies JO, JOA and JOA-R

Adoption date: 10/25/11

PURCHASING

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

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law. The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

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

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

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

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

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

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

1. to effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Executive Director for Finance and Operations in conformance with state law and regulation and in cooperation with the requisitioning authority. The educational and physical welfare of the students is the foremost consideration in making any purchase;
3. to ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the district;

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4. to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
5. to ensure, through the use of proper internal controls, that loss and/or diversion of district property is prevented.

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

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

The Executive Director for Finance and Operations will not be required to secure alternative proposals or quotations for:

1. emergencies where time is a crucial factor;
2. procurements for which there is no possibility of competition (sole source items); or
3. very small procurements when solicitations of competition would not be cost-effective.

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

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

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

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

Cooperative Purchasing

The district shall, when practical and feasible, cooperate with other school districts or political subdivisions in issuing joint bids for cooperative purchasing. The purpose of this practice is to obtain goods and services at the lowest possible cost.

The Superintendent shall inform the Board when such joint bids are developed.

Legal Reference:

General Municipal Law 119

Ref: Education Law §§305(14); 409-i; 1604(29-a); 1709(4-a)(9)(14)(22); 2503(7-a); 2554(7-a)
General Municipal Law §§102; 103; 104-b; 109-a; 800 et seq.
State Finance Law 163-b

Adoption date:

SCHOOL BUILDING SAFETY

The Board of Education recognizes that a safe, secure and healthy school environment is necessary to promote effective learning. The Board is committed to ensuring that all school buildings are properly maintained and preserved to provide a suitable educational setting.

Consistent with the requirements of state law and regulations, the Board will:

1. Appoint a Health and Safety Committee composed of representation from district administration, school staff, bargaining units and parents that shall participate in monitoring the condition of occupied school buildings to assure that they are safe and maintained in a state of good repair.
2. Review and approve all annual building inspections and building condition surveys.
3. Take immediate action to remedy serious conditions in school buildings affecting health and safety and report such conditions to the Commissioner of Education.
- [4. Annually review the facilities section of the school district report card for each building and report in a public meeting on the status of each item contained in that section of the report card. The report card shall provide information on a building's age, size enrollment, useful life, safety rating, visual inspection and building condition survey results and other items prescribed by the Commissioner.]

The Superintendent of Schools shall be responsible for the development of procedures for investigating and resolving complaints related to the health and safety issues in the district's buildings consistent with requirements of state law and regulations.

Cross-Ref.: 7100, Facilities Planning
7365, Construction Safety
8112, Health and Safety Committee
8220, Buildings and Grounds Maintenance and Inspection

Ref.: Education Law §§ 409-d (Comprehensive Public School Building Safety Program);
409-e (Uniform Code of Public School Buildings Inspection, Safety Rating and Monitoring)
8 NYCRR Part 155 (Educational Facilities)
9 NYCRR Parts 600-1250 (Uniform Fire Prevention and Building Code)

Adoption date: 11/21/11