

A REGULAR MEETING of the Board of Education of the West Babylon Union Free School District, of the Town of Babylon, Suffolk County, New York was held on TUESDAY, AUGUST 23, 2011, in the Board Room of the Administration Wing adjacent to the Senior High School.

Those present: Trustees James F. Bocca, Wendy DeGaetano, Patrick M. Farrell, Carmine Galletta, Cathy Gismervik, Kathleen Jennings, Diane Klein, Peter Scarlatos and Diane Thiel.

Also present: Mr. Anthony Cacciola, Superintendent of Schools; Dr. Dominick Palma, Assistant Superintendent for Curriculum and Student Services; Mrs. Yiendhy Farrelly, Assistant Superintendent for Human Resources; Mr. Arthur Williams, Executive Director for Finance and Operations; Mrs. Amy E. Jones, District Clerk; Mr. William C. Morrell, Attorney; and residents.

The President opened the meeting at 7:02 pm and led those present in the Pledge to the Flag.

Trustee Bocca seconded by Trustee Galletta made a motion to executive session for personnel and legal matters at 7:03 p.m.

The motion was **CARRIED** by all present

The public portion reconvened at 8:05 p.m.

Trustee Jennings seconded by Trustee Scarlatos made a motion to approve the minutes of the regular meeting of August 9, 2011.

The motion was **CARRIED** by all present

Statement of the Superintendent and/or Board of Education:

Mr. Cacciola announced that as of Monday, the district has the Certificate of Occupancy for South Bay School. He said the ribbon cutting ceremony will be held on Tuesday, September 6, 2011 at 6:00 p.m. The building will be open for touring the public areas after the ribbon cutting. He noted that the Head Custodian found a photograph of the front of South Bay School from approximately 50 years ago which will be on display. Mr. Cacciola thanked Diana Doerbecker for her efforts in coordinating South Bay's sign installation. He added that the West Babylon Beautification Society will donate the new planting around the sign and planting should begin either Monday or Tuesday.

Mr. Cacciola noted an addendum for this evening's agenda is regarding a donation of a mural (by teacher Kara Levy's sister, Joanna Greenberg). Ms. Greenberg will paint the mural in South Bay's library.

South Bay's Principal Mrs. Scott noted that the clerical staff has moved out of Our Lady of Grace and has been setting up the new office. She said that the rest of the staff would begin coming in tomorrow to set up their new classrooms. She added that Kindergarten orientation is scheduled for September 1, 2011.

PRESENTATION: 21st Century Learning - Ms. Sue Gubing

Dr. Palma introduced Ms. Gubing who has been in education for 45 years, 37 of them in the Smithtown School District. She offered a presentation regarding college and career readiness. Ms. Gubing discussed ways for students to pick courses that fit their likes and dislikes to assist them in making successful career choices. She offered suggestions to enlist local businesses in offering paid internships to students. She also suggested utilizing the New York State Career Zone website. Ms. Gubing gave all in attendance a copy of her book *Games2Careers*.

- Statement of West Babylon Teachers Association:** None
- Statement of West Babylon Administrators' Association:** None
- Statement of CSEA Representative:** None
- Statement of Student Association Representative:** None
- Statement of PTA Council Representative:** None
- Statement of Residents:** None
- Superintendent's Report/Educational Presentation:** None

Trustee Scarlatos seconded by Trustee Jennings made a motion to approve the **Consent Agenda and addenda #BE-5, #PE-2 and #PE-3**

Due to a family member being on the agenda for approval, Trustee Bocca abstained.

The motion was **CARRIED**

BOARD OF EDUCATION

#BE-1

RESOLVED, that the West Babylon Board of Education herewith adopts the Annual Professional Performance Review (APPR) in compliance with 8 N.Y.C.R.R. 30-2 and 8 N.Y.C.R.R. 100.2; and

BE FURTHER RESOLVED, that the Superintendent of Schools is directed to file the foregoing document in the Office of the District Clerk and post the attached document on the District Website, on or after September 1, 2011, but before September 10, 2011; and

BE FURTHER RESOLVED, that negotiations with the West Babylon Administrator's Union are ongoing and are scheduled to begin in September with the West Babylon Teacher's Association to discuss the negotiable aspects of the annual professional review plan required by Part 30-2; and

BE FURTHER RESOLVED, that upon selection of teacher and principal rubrics and completion of all the negotiable aspects of the Annual Professional Performance Review Plan, an amended Annual Professional Performance Review document will be filed.

#BE-2

RESOLVED: that the West Babylon Board of Education hereby waives the facilities use fees and requirements for the following organization:

Long Island Gay Men's Chorus

Use of the Senior High School Music Room for the purpose of rehearsals on Wednesdays from 7:00 PM to 10:00 PM (except school holidays) during the 2011-2012 school year.

#BE-3

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

Levittown School District

#BE-4

RESOLVED: that the West Babylon Board of Education approves an agreement with the Deer Park Union Free School District, for exclusive use (set forth in the agreement) of its natatorium by the West Babylon Girls Varsity Swim Team, for the sole purpose of team practice. This agreement shall be in effect from August 29, 2011 through November 4, 2011 at a cost of \$12,000.

#PE-1

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

- 11-P-4 Professional Personnel
- 11-C-4 Civil Service Personnel

SCHEDULE 11-P-4 Professional Personnel Schedule

REPLACEMENT PAGE 1

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Coppola, Kathleen	School Nurse Tchr.	JK		First Semester, 2011-2012	Leave of Absence
Kelskey, Christina	Elementary Tchr.	SA		9/15/11 or sooner — end of First Semester, 2011-2012	Leave of Absence
Marta-Gross, Maria	Elementary Tchr.	JK	2011-2012		Leave of Absence
Gotzen-Berg, Diana	Music Tchr.	JH		9/30/11	Resignation

SCHEDULE 11-P-4 Professional Personnel Schedule

REPLACEMENT PAGE 1 cont'd

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
he following probationary teacher is being recalled from the Elementary Preferred Eligibility List:					
Delaney, Christina	PT/Elementary Tchr. (.6)	JH	Step A-1-2/ \$49,823. (prorate @ 60%)	9/1/11 – 6/30/12	

The following probationary teacher is being recalled from the Music Preferred Eligibility List:

Heaton, Bryan	Music Tchr.	HS	Step A-9-6/ \$80,574. (prorate)	10/1/11	
Bellino, Charles	PT/Technology Tchr. (.5)	JH	Step A-1-2/ \$49,823. (prorate @ 50%)	9/1/11 – 6/30/12	

SCHEDULE 11-P-4 Professional Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Coaches:				Fall, 2011-2012	
Cordasco-Walsh, Moet	JV Head	Cheerleading	\$4,077.		
Torre, Andrew	7/8 Grade Asst.	Football	\$5,737.		[resignation]
Hartranft, Gregory	7/8 Grade Asst.	Football	\$5,737.		[repl. A. Torre]
Part-Time Athletic Trainer:			\$30./hr.	2011-2012	
Haug, Christopher					[as needed]
Medical Coverage for Home Football Games:				7/1/11-6/30/12	
Dr. Anthony Cappellino and Associates			-\$0.-		Shoreline Orthopedics
Emergency Medical Technicians:			\$100.	7/1/11-6/30/12	
First Pulse CPR			(maximum per game)		
Squicciarini, Patricia	Webmaster	TA/DW	\$4,700.	2011-2012	
Alternative Evening High School and High School Suspension Program:				2011-2012	
Snyder, Scott	Director	HS	\$8,600.		
Losito, Christopher	Asst. Director	HS	\$5,900.		
S.A.I.L. Program Mentors:			\$7,035.	2011-2012	
Powers, Julia					
Graziosa, Sonnya					
TBD					
CSE Representatives:				9/1/11	
Leonbruno, Thomas			\$78.07/hr.		
Lynch, Faye			\$78.07/hr.		
Mack, Michael			\$73.70/hr.		
Powers, Julia			\$89.00/hr.		
Read-Feryo, Michelle			\$67.33/hr.		

SCHEDULE 11-P-4 Professional Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Regents Preparation Course Instructor: (3 hrs/5days):					
Briody, Donna	English		\$44.22/hr.	August, 2011	
Regents Exams Accommodations Proctor:					
McKenna, Theresa			\$44.22/hr.	8/18/11	
Performing Arts Center:					
Barone, Joseph			\$44.22/hr.	Summer, 2011 5 days	Up to 40 hrs.
STARS Program Training:					
Durkin, Kelly			\$193.08/day	August, 2011 3 days	
Hymowitz, Marissa			\$348.65/day	3 days	
Tully, Idamarie			\$200.23/day	3 days	
CSE Chairperson Training:					
Mack, Michael			\$442.20/day	August, 2011 2 days	
Psychology Intern:					
*Basso, Kristin		FA		Fall, 2011	
Student Teachers/Observers:					
Gibson, Jamie	Elementary	JK		Fall, 2011	
Horan, Haley	Special Education	JK/TA			
Leonard, Matthew	Social Studies	JH			
Moran, Kaitlin	Mathematics	HS/JH			
Skene, Danielle	Physical Education	TA			
Per Diem Substitutes:					
Agtuca, Alia		DW	\$90./day	2011-2012	
Bocca, Jr., James					
Gilmore, Nancy					
Heaton, Bryan					
Hellyer, Danielle					
Leis, Michelle					
Loggia, Christina					
Miraglia, Lisa					
Peace, Stephanie					
Waldman, Lisa					
Registered Nurse Substitute:					
*Graham, Erin		DW	\$120./day	2011-2012	

*Emergency Conditional Appointment

SCHEDULE 11-C-4 Civil Service Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Dobie, Cathy	Paraprofessional (special ed. aide)	HS		9/7/11 – 11/7/11	Leave of Absence

SCHEDULE 11-C-4 Civil Service Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Daly, Adair	Regular Substitute/ Registered Nurse	JK	Step 1/ \$34,823. +500. (BA) (prorate)	First Semester, 2011-2012 or earlier at district's discretion	
Lieberman, Lisa	Food Service Wrkr. 'A' (from FSW 'B')	FA	Step 3/ \$14.27/hr. (10-11 schedule)	9/1/11	Probationary Appt.
Martel-Nelli, Johanne	Clerk Typist (10 - month)	JH	Summer, 2011 \$141.25/day	3 days	
Luciani, Antoinette	Paraprofessional (school tchr. aide)	JH	\$16.10/hr.	Summer, 2011	[12 hrs. max.]
Per Diem Substitutes: Gilmore, Nancy *Stack, Margaret		DW	\$9./hr.	2011-2012	Clerical/Paraprofessional Food Service

FINANCE

#FI-1

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

Account Code	Account Code Description & Transfer Explanation	From	To
A2250.1501	Special Education Salaries-Fed Jobs Fund	\$282,000.00	
A9020.8000	Teacher Retirement		\$282,000.00
	TRS was under funded for 2010/2011		

#FI-2

RESOLVED: that in order to ensure optimal performance of the transportation fleet, the following company is designated, by the West Babylon Board of Education, as the sole source provider for the following products, during the 2011-2012 school year:

Black Bear Company: motor oil
transmission fluid
antifreeze
gear lube
chase lube

#FI-3

RESOLVED: that the School Lunch Program Meat and Miscellaneous Food Products Bid #C-385, for September 1, 2011 through August 31, 2012, as attached, be awarded to T.A. Morris as the company was the only responsible bidder on all items.

#FI-4

RESOLVED: that the School Lunch Program Pizza Bid #C-386, for September 1, 2011 through August 31, 2012, as attached, be awarded as follows:

Santapogue, Forest Avenue and Tooker Avenue Schools be awarded to Domino's/Lindenhurst Pizza and South Bay and John F. Kennedy Schools be awarded to 3452 Babylon Pizza.

Each vendor was the lowest responsible bidder.

ADDENDA
PERSONNEL

#PE-2

RESOLVED: that the attached personnel schedule is approved: 11-P-4A(a) Professional Personnel

SCHEDULE 11-P-4A, Professional Personnel Schedule

ADDENDUM (a)

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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The following probationary teacher is being recalled from the Elementary Preferred Eligibility List:

Iliou, Athena	Regular Substitute/ Elementary Tchr.	JK	Step A-3-2/ \$54,830.	9/ 1/11 – 6/30/12, or earlier at district's discretion	
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Per Diem Substitute: DW
Smith, Marissa

			\$90./day	2011-2012	
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#PE-3

RESOLVED: that the attached personnel schedule is approved: 11-P-4B(b) Professional Personnel

SCHEDULE 11-P-4B, Professional Personnel Schedule

ADDENDUM (b)

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Volunteer Coaches: Varsity Asst. Football -\$0.- Fall, 2011-2012

Byrne, Timothy
Ritacco, Joseph
Torre, Andrew

BOARD OF EDUCATION

#BE-5

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation of artistic services from Ms. Joanna H. Greenberg, an art teacher at East Meadow High School. Ms. Greenberg's sister is Ms. Kara Levy, School Media Specialist, at South Bay School. Ms. Greenberg will create a mural in the South Bay School Media Center.

POLICY REVIEW:

File: 9240 – Recruiting and Hiring (Second Time Discussion)
File: 9240-R – Recruiting and Hiring Regulation (Second Time Discussion)

Mr. Cacciola noted that a couple of administrative titles in the regulations need to be revised. They will appear corrected on the next agenda.

Trustee Scarlatos seconded by Trustee Jennings made a motion to waive reading the policies and moved them for second time discussion.

The motion was **CARRIED** by all present

RECRUITING AND HIRING

File: 9240

This is our former policies GCA, GCD and GCD-R with minor changes indicated by brackets and italics

[Professional Staff Hiring

File: GCD]

Through its employment policies, the Board shall attempt to attract, secure, and hold the highest qualified personnel for all professional positions. The selection program shall be geared to select candidates who will devote themselves to the education and welfare of the children attending the public schools.

It is the responsibility of the superintendent and of persons to whom she/he delegates this responsibility to determine the personnel needs of the school district and to locate suitable *and qualified* candidates to recommend for employment to the Board. Through effective administrative procedures, the superintendent shall attract and recommend to the Board the employment and retention of personnel who are motivated to do their best to support the district's goals, curriculum and procedures.

It shall be the duty of the superintendent to see that persons nominated for employment in the schools shall meet all certification requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines shall be used in the selection of personnel:

1. There shall be no discrimination in the hiring process due to age, sex, creed, race, color, national origin, or place of residence.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. Interviewing and selection procedures shall assure that the administrator to be directly responsible for the work of a staff member has an opportunity to aid in the selection; however, the final selection shall be made or approved by the superintendent.
4. No candidate shall be hired without a personal interview, and wherever possible, the candidate shall be observed in his/her own school prior to selection. References shall be checked.
5. All candidates shall be considered on the basis of their merits, qualifications, and the needs of the district. In each instance, the superintendent and other *s* playing a role in the selection shall seek to hire the best qualified person for the job.

While the Board may accept or reject a nomination, an appointment shall be valid only if made with the recommendation of the superintendent.

In instances of vacancies in top administrative posts, *i.e., the Superintendent's management team*, the Superintendent will offer the Board the opportunity to interview his/her nominee(s) before the Board acts on the nomination.

[Professional Staff Positions

File: GCA]

All professional positions in the school system will be established initially by the Board of Education.

In each case, the Board will approve the broad purpose and function of the position in harmony with state laws and regulations; approve a statement of job requirements as recommended by the Superintendent of Schools and delegate to the Superintendent the task of writing, or causing to be written, a job description for the position.

The Board wishes the Superintendent to maintain a comprehensive, coordinated set of job descriptions which set forth clear-cut responsibilities for all positions so as to promote harmony and efficiency in school operations.

Although positions may remain temporarily unfilled, only the Board may abolish a position it has created.

Legal Reference:

Regulations of the Commissioner, Part 80, 100

Source: NSBA

[Cross References:

CBA: Qualifications and Duties of the Superintendent

CCAE: Administrative Organization Chart

GCD: Professional Staff Hiring

Adopted: 09/11/91
 Reviewed: 02/26/96
 Reviewed: 4/3/06

Source: NSBA
 Revised: 02/26/96]

Administrative Regulations: *RECRUITING AND HIRING*
[Hiring Procedures File: GCD-R]

9240-R

I. Hiring Procedures for Professional Personnel

- A. Establish a Need: Principal/Supervisor > Assistant Superintendent, Associate Superintendent > Superintendent:
1. Positions mandated by state or federal government;
 2. Contractual requirements;
 3. Newly-established positions;
 4. Vacancies due to resignations, death or retirement;
 5. Vacancies due to leaves of absence - these would be filled by regular substitutes;
 6. Establish availability of funding with School Business Administrator.
- B. Determine Criteria: Principal/Supervisor and Associate Superintendent
1. Certification that is required;
 2. Additional certification that is preferred;
 3. Experience specific, such as previous employment and number of years;
 4. Experience related, such as private practice, camp, tutoring, etc.;
 5. Educational preparation, both undergrad and graduate, in-service credits, workshops;
 6. Additional experiences of value, such as travel, hobbies;
 7. Additional skills that would benefit the person's job performance.
- C. Recruitment: Associate Superintendent
1. Contractual requirements;
 2. Eligible in-house candidates;
 3. Local resources;
 4. Applications on file: All candidates for professional positions will have applications on file in the personnel office;
 - * 5. College Placement Services;
 - * 6. Newspaper advertisements.
- * Optional
- * D. Ad Hoc Selection Committee: (As needed, Assistant Superintendent and Associate Superintendent)
1. Paper screen applications;
 2. Select those for interview;
 3. Informal reference check.
- E. Interview Process: > Principal/Supervisor > Associate Superintendent
1. Job Description;

2. Determine optimum characteristics;
3. Construct questions and tasks that would best identify those characteristics;
- * 4. Construct a rating system;
5. Arrange for the interviews with Principal/Supervisor/Associate Superintendent: a. People; b. Place; c. Time

F. Conduct Interviews:

1. Plan the process: a. questioning format; b. Physical setting; c. Assignments;
2. Post interview discussion and rating;
3. Narrow selection.

G. Formal Reference Check:

1. Visit;
2. Call;
3. Written material.

H. Second Interview:

Repeat steps "E" and "F" in more detail.

I. Finalists meet with Superintendent.

J. Final Choice:

1. Make recommendations to Superintendent:
 - a. Reasons for selection; b. Salary; c. Status of Employment
2. Offer the position (contingent upon Board of Education approval);
3. Board of Education approval of Superintendent's recommendation.
4. Inform unsuccessful candidates
- * Optional

K. Administrative Details:

1. Introductions;
2. Orientation;
3. Superintendent's Office;
4. Personnel Office;
5. Business Office.

II. Hiring Procedures for Non-Instructional Personnel

A. Establish Need: Operational Manager > School Business Administrator > Superintendent: or Principal > > Associate Superintendent > Superintendent

1. Contractual requirements;
2. Newly-established positions;
3. Vacancies due to resignations, death, retirement;
4. Vacancies due to leaves of absence (filled by substitutes);
5. Establish availability of funding - School Business Administrator.

B. Determine Criteria:

1. Civil Service requirements;
 2. Skills required;
 3. Previous experience;
 4. Educational preparation;
 5. Additional skills which would benefit job performance.
- C. Recruitment: Associate Superintendent
1. Contractual requirements;
 2. Eligible in-house candidates;
 3. Local resources;
 4. Civil Service;
 5. Applications on file: All candidates for non-instructional positions will have applications on file in the personnel office;
 - * 6. Newspaper advertisements.
- D. Interview Process: Associate Superintendent
1. Paper screen applicants;
 2. Select candidates from applications on file in Personnel Office;
 3. Arrange interviews:
 - a. People; b. Place; c. Time
- E. Conduct Interviews:
1. Associate Superintendent, Operational Manager, Principal/Supervisor, School Business Administrator;
 2. Post interview discussion and rating;
 3. Narrow selection.
- F. Formal Reference Check:
1. Call;
 2. Written material.
- *G. Second Interview:
1. Repeat steps "E" and "F" if necessary;
 2. All candidates may be required to meet with the Superintendent.
- H. Final Choice: Operational manager > School Business Administrator > Superintendent or Principal/Supervisor > Associate Superintendent
1. Make recommendations to the Superintendent: a. reason for selection; b. salary; c. status of employment;
 2. Offer the position (contingent upon Board approval);
 3. Civil Service paperwork;
 4. Inform unsuccessful candidates.
- I. Administrative Details:
1. Introductions;
 2. Orientation;
 3. Personnel Office;

4. Business Office.

- Optional

Replaces Former Policies GCA, GCD & GCD-R

Revised: 02/26/96

OLD/NEW BUSINESS:

COMMITTEES

Mr. Cacciola discussed the priority ranking of the following topics: Special Ed. Inclusion Model, Nine period days, JHS Teaming Music, Art, Math/Reading, Kindergarten, Technology, Extra Curricular Clubs, SAIL and Supervisory Model — he asked that each of the trustees send him their top 5 order of priority — transportation and declining enrollment were removed from the choices as they are at the top of the time sensitive issues.

Trustee Jennings read the minutes of the August 11, 2011 facilities committee meeting (on file in the District Clerk's office). She thanked Mr. Graziano, BBS Architects, Belfor and the community for their efforts in the rebuilding of South Bay School.

Trustee Thiel read the minutes of the August 9, 2011 curriculum committee meeting (on file in the District Clerk's office)

STRATEGIC PLAN UPDATE

Mr. Cacciola thanked Trustee Thiel for her work on the Strategic Plan bulletin board in the Board Room. He said the information is also on the website.

Trustee Thiel read the minutes of the July 28, 2011 Strategic Plan Committee Meeting (on file in the District Clerk's office).

STATEMENT OF RESIDENTS:

Resident Kamilla Turner said that she would be on board with suggestions offered by Ms. Gubing, this evening. In response to her question, Mr. Farrell said that some questions/statements of residents do not receive an immediate response and others are just statements that do not receive responses so they are not in the minutes. In addition, the minutes are of actions taken by the Board, not of everything said at a meeting.

In response to resident William Hill's budget transfer questions, Mr. Cacciola explained that transfers are necessary in the budget process. He added that items such as teachers' salary adjustments and new hires (one of the codes to which Mr. Hill referred) are often unknowns and the district uses prior year information to estimate.

In response to resident Kamilla Turner, it was explained that the district hires an EMT for football games even if the volunteer fire department is present. There is no way to determine when the volunteer EMT must leave for an emergency and the district needs to have someone present for the entire game. In addition, the volunteers are not always available to attend.

Trustee Gismervik seconded by Trustee Scarlatos made a motion to Executive Session for matters of Negotiations and personnel at 8:55 pm.

The motion was **CARRIED** by all present

Trustee Bocca seconded by Trustee Galletta made a motion to adjourn at 11:15 p.m.

The motion was **CARRIED** by all present

Attested to: _____
District Clerk