

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION  
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY - SEPTEMBER 28, 2010

**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]

**RECOGNITION OF NEWLY TENURED TEACHERS**

**Mrs. Yiendhy Farrelly, Executive Director of Human Resources**

[8:30 P.M. - Public Session Resumes Beginning with Item #3]

3. Approval of minutes of previous meeting(s): Regular Meeting: September 14, 2010
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:

**K12 Insight Presentation**

**Mr. Suhail Farooqui, Chief Executive Officer**

12. Business Agenda [**\*\*Consent Agenda Items**]
  - A. **PERSONNEL**
    - \*\* (R) 10-P-6 Professional Personnel
    - \*\* (R) 10-C-6 Civil Service Personnel (Res. #PE-1)
  - B. **FINANCE**
    - \*\* (R) Acceptance of Donations (Res. #FI-1 through Res. #FI-2)

**C. CURRICULUM**

\*\* (R) Declaration of Obsolete Books (Res. #CU-1 through Res. #CU-3)

13. Policy Review:
  - A. Board Review - Medical Examinations (Third Time Adoption) (File:9310)
  - B. Board Review - Family and Medical Leave (Third Time Adoption) (File:9520.2)
  - C. Board Review - Assistant Superintendent for Human Resources (Third Time Adoption) (File:CBB)
  - D. Board Review - Management Team (Third Time Adoption) (File:CCAEA)
  - E. Board Review - Assistant Superintendent for Curriculum & Student Services (Third Time Adoption) (File:CDB)
  - F. Board Review - Plant Facilities Administrator (Third Time Adoption) (File:CDD)
  - G. Board Review - Director of Student Services (Third Time Adoption) (File:CDG)
  - H. Board Review - Director of Language Arts & Testing (Third Time Adoption) (File:CDI)
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, SEPTEMBER 28, 2010

**RESOLUTIONS**

**BOARD OF EDUCATION**

**PERSONNEL**

\*\*\*PE-1

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

<u>10-P-6</u>	Professional Personnel
<u>10-C-6</u>	Civil Service Personnel

**FINANCE**

**\*\*#FI-1**

**RESOLVED:** that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$50.00, from the Great Neck Road Elementary School located in Copiague. The donation represents proceeds from a fundraising project to benefit South Bay School. The donation will be deposited into the West Babylon Trust and Agency account and earmarked for South Bay School Relief.

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**\*\*#FI-2**

**RESOLVED:** that the West Babylon Board of Education gratefully accepts a donation in the amount of \$324.03 from the Target "Take Charge of Education" program. The donation will be deposited into the South Bay School's Trust and Agency account.

**CURRICULUM**

**\*\*#CU-1**

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

*Eastern Hemisphere* textbooks written by Dr. Kenneth S. Cooper and published by Silver Burdett Ginn, copyright 1995

ISBN#0-382-32181-2                      109 copies

*Heath Mathematics Connections* textbooks written by E. Manfre, J. Lobato, and L. Morrow and published by D.C. Heath and Company, copyright 1996

ISBN#0-669-38860-2                      211 copies

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**\*\*#CU-2**

RESOLVED: that the West Babylon Board of Education declares the following books, located at John F. Kennedy Elementary School, obsolete:

*Discovery Works Science* Workbooks                      29 copies

*Discovery Works Science* Textbooks                      27 copies

*Incredible Journey* Reading Books                      29 copies

*U.S. History* Textbooks                      13 copies

Miscellaneous Textbooks                      10 copies

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**\*\*#CU-3**

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

*Addison-Wesley Mathematics* textbooks published by Addison-Wesley Publishing Company, Inc., copyright 1991

ISBN#0-201-27600-3                      64 copies

*Heath Pre-Algebra* textbooks written by David W. Lowry, Earl G. Ockenga & Walter E. Rucker and published by D. C. Heath & Company, copyright 1986

ISBN#0-669-09738-1                      278 copies

*Mathematical Connections* textbooks written by Francis J. Gardella, Patricia R. Frazee, Joanne E. Meldon, Marvin S. Weingarden and Cleo Campbell and published by McDougal Littell/Houghton Mifflin, copyright 1997

ISBN#0-395-77122-6                      535 copies

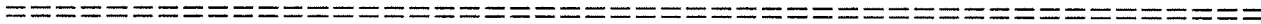
WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - SEPTEMBER 28, 2010

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**PERSONNEL**

(R) Schedules:     10-P-6       Professional Personnel  
                          10-C-6       Civil Service Personnel



**PROFESSIONAL PERSONNEL SCHEDULE**

**I. Professional Personnel Schedule 10-P-6**

- A. Family Medical Leaves
- B. Position Revision
- C. Part-Time Appointment
- D. 2010 Summer Work
- E. 2010-2011 AEHS Teachers
- F. 2010-2011 Clubs & Advisors
- G. Winter, 2010-11 Coaches
- H. Fall, 2010 Interns/Student Teachers/Observers
- I. 2010-2011 Per Diem Substitutes

**CIVIL SERVICE PERSONNEL SCHEDULE**

**II. Civil Service Personnel Schedule 10-C-6**

- A. Family Medical Leave
- B. Leave of Absence Request
- C. 2010-2011 Student Printers
- D. 2010-2011 Per Diem Substitute

SCHEDULE 10-P-6, Professional Personnel Schedule

Date of Meeting: September 28, 2010

Page 1 of 4 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Limone, Jacquelyn	Special Ed. Tchr.	HS		9/13/10 -	Family Medical Leave
Hickey, Kelly	English Tchr.	HS		9/20/10 -	Family Medical Leave
Simone, Linda	English Tchr. (.8)/ Special Ed. Tchr. (.2)	HS	Step/Salary	9/15/10	[position revision]
Dewhirst, James	PT/Elementary Tchr. (.4)	JH	Step 1/ \$46,629. (prorate @ 40%)	9/29/10-6/30/11	
<b><u>2010 Summer Work:</u></b>					
Leonbruno, Thomas	Special Ed. Scheduling	HS	\$1,420.74	3 full days	[repl. C. Larson]
<b><u>Alternative Evening High School:</u></b>					
			\$33.83/hr.	2010-2011	
Esposito, Lisa	English				
Fiorelli, Carly	English				
Koudelka, Tiffany	English				
Clark, Kathryn	Social Studies				[repl. S. Parrington]
Parrington, Sandra					[substitute]
<b><u>Clubs &amp; Advisors:</u></b>					
				2010-2011	
Shannon, Patricia	Student Council	FA	\$491.		[repl. J. Bergmann]
Benvenuto, Charles	Technology	JH	\$1,411.		
Marino, Leslie	International	HS	\$1,109.		
Hearns, Gabrielle	Leaders'	HS	\$1,109.		
Hearns, Gabrielle	Blue & Gold	"	\$4,275.		[adjusted advisor pay]
Cafiero, Maryann	"	"	\$4,275.		[repl. M. Ehrensperger]
Korchma, Heather	"	"	\$4,275.		"



SCHEDULE 10-P-6, Professional Personnel Schedule

Date of Meeting: September 28, 2010

Page 2 of 4 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b>Coaches:</b>				Winter, 2010-11	
Bellacosa, Michael	JV Head	Basketball(B)	\$5,611.		
Rayola, Michael	Varsity Asst.	Basketball(B)	\$5,611.		
Levy, Steve	JHS Head	Basketball(B)	\$3,987.		
TBA	JV Head	Basketball(G)	\$5,611.		
Bachety, John	Varsity Asst.	Basketball(G)	\$5,611.		
TBA	JHS Head	Basketball(G)	\$3,987.		
DeLany, Nicole	JV Head	Cheerleading	\$3,987.		
Matthews, Autumn	JHS Head	Cheerleading	\$2,362.		
Rymer, Erin	JHS Head	Volleyball(G)	\$3,987.		
Haise, Terrance	JV Head	Wrestling	\$5,611.		
Innes, Vincent	Varsity Asst.	Wrestling	\$5,611.		
Russo, Michael	JHS Head	Wrestling	\$3,987.		
Theo, Harry	JHS Asst.	Wrestling	\$3,748.		
Dahl, Robert	Varsity Asst.	Winter Track(B)	\$3,987.		
Phelan, Melissa	Varsity Asst.	Winter Track(G)	\$3,987.		

SCHEDULE 10-P-6, Professional Personnel Schedule

Date of Meeting: September 28, 2010

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

Pappas,James

BO

Fall, 2010

**Social Worker Intern:**

\*Ferrigno,Steven

HS

Fall, 2010

**Student Teachers/Observers:**

Feerick,Laura

Elementary

TA

Fall, 2010

Grassa,Jamie

Elementary

JK

Mondelli,Elizabeth

Mathematics

HS

Leonbruno,Heather

Art/Special Ed.

JH/HS

Pape,Keith

History

JH

Prosa,Nicole

Special Ed.

SA

**Per Diem Substitutes:**

Agosta,Meighan

Horn,Jeffrey

Milek,Michelle

DW

\$90./day

2010-2011

\*Emergency Conditional Appointment

SCHEDULE 10-C-6 Civil Service Personnel Schedule

Date of Meeting: September 28, 2010

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Chiappone, Jane	Senior Clerk Typist	Adm.		9/3/10 -	Family Medical Leave
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Coppola, Lisetta	Paraprofessional (hall monitor)	JH		9/29/10-12/29/10	Leave of Absence
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<b>Student Printers:</b> Marino, Jeremy Menke, Matthew Sloan, Taylor		HS	\$7.25/hr.	2010-2011	
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<b>Per Diem Substitute:</b> Martin, Jennifer		DW	\$9./hr.	2010-2011	Clerical/Paraprofessional
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WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - SEPTEMBER 28, 2010

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**POLICY**

- A. Board Review - Medical Examinations (Third Time Adoption) (File:9310)
- B. Board Review - Family and Medical Leave (Third Time Adoption) (File:9520.2)
- C. Board Review - Assistant Superintendent for Human Resources (Third Time Adoption)  
(File CBB)
- D. Board Review - Management Team (Third Time Adoption) (File:CCAEA)
- E. Board Review - Assistant Superintendent for Curriculum & Student Services  
(Third Time Adoption) (File:CDB)
- F. Board Review - Plant Facilities Administrator (Third Time Adoption) (File:CDD)
- G. Board Review - Director of Student Services (Third Time Adoption) (File:CDG)
- H. Board Review - Director of Language Arts & Testing (Third Time Adoption) (File:CDI)

**PHYSICAL AND MENTAL EXAMS**

The Board of Education seeks to provide a healthful and safe working environment for the total school community. The Board employs individuals who have physical and mental capacity which will enable such employee to reasonably perform the duties required of the position, and to assure that all employees have a standard of health that will contribute to the safe, healthy and efficient performance of work.

**Medical Examinations**

The Board requires that all job offers be conditioned upon a satisfactory medical evaluation, and all probationary employees who are eligible for tenure, as well as employees recommended in writing by their supervisor, undergo a medical exam by their own physician or by the school physician. Failure to undergo a required medical exam is grounds for disqualification or dismissal.

No applicant or employee will be discriminated against because of any disability or speculation that such person's future health would be at risk in performing his/her duties. Inability to perform the essential functions of the job with or without reasonable accommodation may be grounds for disqualification or dismissal

Adoption Date:

DRAFT

9520.2

## FAMILY AND MEDICAL LEAVE

Consistent with the federal Family and Medical Leave Act (FMLA) of 1993 as amended, the Board of Education recognizes the right of eligible employees to unpaid family and medical leave for up to twelve (12) workweeks during any twelve (12) month period. The Board shall ensure that all eligible employees who use such leave shall have their health benefits continued and shall be returned to an equivalent position according to established Board practices, policies and collective bargaining agreements.

To be eligible for FMLA an employee must have been employed for at least twelve months and have worked at least 1,250 hours during the prior twelve months.

FMLA leave shall be granted for such reasons as permitted by law, regulation or negotiation.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to a total of 26 workweeks of unpaid leave in a single 12-month period to care for the service member who is seriously ill or injured in the line of duty.

An employee may elect, or the district may require, an employee to use accrued paid vacation, personal or family leave for purposes of an FMLA leave. An employee may elect, or the district may require, an employee to use accrued vacation, personal, or medical/sick leave for purposes of a medical leave.

The employee shall notify the district of his/her request for leave, if foreseeable, at least 30 days prior to the date when the leave is to begin. If such leave is not foreseeable then the employee shall give such notice as is practical. The district may require a certification from a health care provider if medical leave is requested. When an employee returns following a leave, he/she must be returned to the same or equivalent position of employment. The Superintendent of Schools or designee may reassign a teacher consistent with the teacher's agreement to a different grade level, building or other assignment consistent with the employee's certification and tenure area.

The Board shall ensure that FMLA is provided to all eligible employees, unless they are covered by a collective bargaining agreement which provides greater leave benefits than this Act.

The district shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning enforcement of the law.

Ref: 29 U.S.C. §§ 207, 2601, 2611, 2612, 2613, 2614, 2618, 2619.  
29 CFR 825.110, 825.309, 825.600, 825.603, 825.800.

Replaces in whole or in part former policy GCBF

Adoption date:

**Executive Director for Human Resources****File: CBB**

The Executive Director for Human Resources plans, coordinates and supervises the personnel department in accordance of New York State laws and district policies.

The duties and responsibilities of the Executive Director for Human Resources are as follows:

**I. PERSONNEL**

1. Coordinates all activities related to staffing needs and staffing projections.
2. Develops and reviews policies and administrative regulations pertaining to personnel functions.
3. Develops job descriptions and posts position openings for all district staffing.
4. Recruits appropriate staff for all positions. Participates in BOCES recruitment service as an on-campus recruiter.
5. Supervises personnel department in processing applications for employment, including maintenance and regular review of files, receipt of references and credentials, confirmation of certificates or civil service classifications, and notification to candidates about appointment status.
6. Screens candidate applications to establish interview fields for open positions.
7. Establishes procedures and schedules for interviews, writing samples, classroom observations, tests and other processes leading to employment recommendations.
8. Prepares recommendations for appointment, placement, and salary with backup information for the Superintendent of Schools.
9. Makes recommendations concerning leaves of absence in accordance with laws and contracts.
10. Reviews and recommends salary changes based on graduate or in-service credits per contracts.
11. Reviews all in-service courses to provide prior approval for credit.
12. Recruits, interviews, and recommends substitute employees in all job classifications.
13. Maintains all personnel records.
14. Develops and conducts orientation program for new personnel.
15. Prepares and maintains seniority lists.
16. Processes and recommends co-curricular and coaching appointments.
17. Interviews and places all student interns, student observers, and student teachers in liaison with colleges and universities.
18. Processes and recommends action regarding letters of resignations, transfers, promotions, etc.
19. Prepares brochures, literature, statistics, and other data for public information related to the district's personnel.
20. Supervises the development of school board personnel agendas.
21. Coordinates the district's Employee Assistance Program.
22. Supervises the evaluation of all district personnel. Reviews all summative evaluations. Participates in dispute resolution regarding evaluations.
23. Observes all non-tenured and regular substitute teachers annually.
24. Reviews all conference requests, administrative assignments, home teaching payroll sheets, tutorial units, and chaperone units.
25. Plans and implements in-service and staff development programs for all employees (with the Assistant Superintendent, building principals, and directors).
26. Serves as Title IX Compliance Officer to process all sexual harassment complaints involving staff members.

27. Chairperson of the District Employee Wellness Committee.
28. Serves as a key member of the district's negotiating team.
29. Assists in the implementation of the grievance procedures as specified in respective contracts.
30. Member of the Labor Management Council which meets to resolve employee related issues.
31. Assists labor counsel and attends arbitrations related to employee contracts.
32. Contributes to budget development, particularly pertaining to staff and salary codes, district-wide extracurricular, substitute teacher, chaperone and staff development codes.

## **II. GENERAL ADMINISTRATION**

1. Regularly attends and participates in Board of Education meetings, Budget Workshops, etc.
2. Serves as a member of the SMC, SMT, and SQRC.
3. Serves as a hearing officer when designated by the Superintendent.
4. Serves as district liaison to SCOPE Staff Development Committee and SCOPE Technology Planning Committee.
5. Regularly attends BOCES meetings for personnel administrators and participates in programs related to other key functions.
6. Serves as the district's student residency officer.
7. Responsible for the preparation, submission and utilization of federal and state grant funding.
8. Responsible for and involved in the preparation of human resource reports in conjunction with the Superintendent and district administrative leaders.
9. Assists the Superintendent in the supervision of principals, directors and district-wide coordinators.
10. Assumes other responsibilities as assigned by the Superintendent of Schools.

Adopted: 04/18/00

Revised: 03/31/08

Revised:



DRAFT

**Management Team**

**File: CCAEA**

In order to provide continuity in decision making and sharing of information, in the absence of the Superintendent of Schools, refer matters to the Assistant Superintendent for Curriculum & Student Services. In the absence of both, refer matters to the Executive Director for Human Resources. In the absence of all three, refer matters to the Executive Director for Finance and Operations.

Cross Reference: File CCAE

Adopted: 9/14/92  
Revised: 4/26/93  
Revised: 10/27/97  
Revised: 2/5/07  
Revised: 3/31/08

**Assistant Superintendent for Curriculum and Student Services****File: CDB**

The Assistant Superintendent is continually involved in promoting those practices which are both educationally sound and of maximum value to the students of West Babylon. To achieve those goals, it is incumbent upon the Assistant Superintendent that specific responsibilities be noted as follows:

**1. Administrative Responsibilities**

- (a) To assist the Superintendent and the Board of Education in formulating policy related to instruction, curriculum, and student services.
- (b) To offer the services of the curriculum center to members of the elementary and secondary staff in all endeavors related to instruction, curriculum awareness, student services, change or innovation.
- (c) To coordinate the effective functioning of district-wide curriculum activities.
- (d) To cooperate with, and to assist wherever and whenever possible, those involved in the planning of school buildings to meet educational needs.
- (e) To assist the Superintendent, Executive Director for Human Resources and building principals in matters pertaining to teacher selection, assignment, and evaluation.
- (f) To be responsible for and involved in the preparation of reports in conjunction with the Superintendent and district administrative leaders.
- (g) To assist in the supervision and in the development of a functional, realistic, and effective testing program.
- (h) To arrange for some of the teacher and administrator visitations within and without the district.
- (i) To assist in the development of, and to promote the use of, professional behavior within the district.
- (j) To oversee the special education and other student services responsibilities undertaken by the Director of Student Services.
- (k) To serve as a member of the district's negotiations team.
- (l) To organize and interpret customer satisfaction data for review by various committees and employee teams.
- (m) To oversee all matters related to the annual school calendar publication, the yearly development and purchase of the student organizers, review/approval of K-12 purchase requisitions and field trips, the proofing of all district newsletters, evaluations of each instructional program, the annual School Report Cards data, the annual School District Report Card data, the annual Similar Schools Report, and any other tasks which the

Superintendent identifies.

- (n) To oversee the athletics responsibilities undertaken by the Director of Health, Athletics and Physical Education and the technology responsibilities undertaken by the Coordinator of K-12 Student Data and Instructional Technology
- (o) To assist the Superintendent in the supervision of principals, directors and district-wide coordinators.

2. **Instructional Responsibilities**

- (a) To foster awareness and understanding as to goals and purposes between and among elementary and secondary school units.
- (b) To work with those involved with continuous evaluation in the area of curriculum.
- (c) To promote and to work with those activities designed to encourage professional growth and continuous awareness of educational responsibilities, such as in-service workshops, committee selection, and study groups.
- (d) To cooperate with, and assist building principals in instructional, curricular *and* student services problems.
- (e) To visit, observe, and aid staff members and faculty teams in the solution of instructional problems as well as to foster continuous and positive classroom activities.
- (f) To promote innovation and/or change in procedure and offerings when necessary.
- (g) To assist the Superintendent, Executive Director for Human Resources and building principals in the orientation program for new teachers.
- (h) To provide an awareness of local, state, and nationwide educational activities.
- (i) To insist upon those activities which stress value for optimal student learning, an understanding and respect for the uniqueness and dignity of the individual, an awareness of heritage, and an emphasis upon the maximum use of the intellect within the areas of each discipline.
- (j) To assist in the preparation of district conference days.

3. **Responsibilities Involving Materials**

- (a) Through professional and lay committee action, to assist in the writing of courses of study and curriculum guides that are consistent with Board of Education expectations and are current, appropriate and aligned with State Education Department requirements.
- (b) To encourage research, and to make available the findings of educational research.
- (c) To evaluate and recommend texts and other printed materials.

(d) To serve as liaison to the district's public relations firm.

4. **Responsibilities Involving Community Relations**

(a) To interpret educational programs and curriculum for the general public.

(b) To counsel and advise on educational problems.

(c) To promote school use of community resources.

(d) To serve as chairperson of the Good Scholarship Association.

5. **Personal Responsibilities**

(a) To promote those qualities which foster the dignity of students and employees in every respect.

(b) To continue to grow professionally.

(c) To believe in and work in behalf of the young people of our community.

6. **General**

a) Accepts other assignments from the Superintendent of Schools.

Adopted: Unknown

Revised: 06/08/98

Revised: 03/13/00

**Plant Facilities Administrator**

**File: CDD**

The Plant Facilities Administrator reports to the Executive Director for Finance and Operations and shall be responsible for, and in charge of the operation and maintenance of all school buildings, grounds, and equipment. His duties and responsibilities include the following:

1. Offering suggestions and recommendations for economical as well as essential improvements of the entire school plant.
2. Direction of all the custodial staff in carrying out good planning for the efficient and economical operation and maintenance of the properties of the West Babylon School District.
3. Assignment of work to custodial staff of each school, and, when necessary, assigning employees from one area or building to work in another, depending on the type of skill required.
4. Scheduling and planning of alterations and repairs to be carried out during vacation periods.
5. Inspecting and otherwise exercising control over repairs and alterations and improvements by outside contractors, on behalf of the Board of Education.
6. Maintenance of all essential records and making necessary reports, such as sick leaves, overtime, and vacation schedules for all personnel under his/her supervision, with the approval of the Superintendent of Schools.
7. Maintaining records pertaining to inventories, purchases, requisitions, supplies, and expenditures, etc.
8. Requisition and distribution of maintenance supplies and materials.
9. Presentation of any additional personnel for custodial or maintenance positions for approval of the Executive Director for Finance and Operations and the Superintendent of Schools.
10. Directing and supervising the district maintenance crew.
11. Supervision of the issuance of permits for use of district facilities.
12. Oversees the management of security services, health & safety, and emergency preparedness.
13. Additional duties as may, from time to time, be directed by the Superintendent of Schools.

Adopted: Unknown

Revised: 05/28/97  
Revised: 04/12/99  
Revised: 03/31/08

**Director of Student Services****File: CDG**

The Director of Student Services reports to the Assistant Superintendent for Curriculum and Student Services for the functions listed below and other essential responsibilities assigned by the Superintendent and/or the Assistant Superintendent.

1. Reports to the Assistant Superintendent for Curriculum and Student Services.
2. Coordinates the district's special services, including special education, speech, occupational and physical therapy, psychological, learning disabilities, and attendance, and works cooperatively with the Executive Director for Human Resources in the recruitment and selection of personnel for these special services.
3. Coordinates the district's special education, BOCES, and other program placements for pupils whose special needs cannot be provided for by the district, including testing, evaluation, transportation, and other unique requirements.
4. Acts as Chairperson of the district's Committee on Special Education.
5. Coordinates the preschool programs in conjunction with the Chairperson on the Committee on Preschool Education.
6. Acts as the district's compliance coordinator for Section 504 of the Rehabilitation Act of 1973.
7. Coordinates the activities of the District Social Worker's office.
8. Coordinates the work of the district's medical doctors in relationship to special education mandates.
9. Engages in synergetic supervision with respect to lesson observations and summative evaluations for personnel providing special education services.
10. Meets regularly with all K-5 special educators, secondary special education chairpersons, CSE/CPSE Chairpersons, and pupil personnel staff.
11. Serves as liaison to District Committee for Special Services.
12. Serves as Title IX officer regarding all allegations made against students.
13. Accepts other assignments that may be identified by the Superintendent.

Adopted: 08/18/97

Revised: 03/13/00

**Director of Language Arts and Testing****File: CDI**

The Director of Language Arts and Testing provides leadership and direction for the K-12 language arts and ESL programs, as well as testing, the S.A.I.L. program, home schooling, district-wide professional development in literacy and grant opportunities in literacy and ESL, while working cooperatively with principals and district administration. The Director reports to the Assistant Superintendent for Curriculum and Student Services for the functions listed below and other essential functions as assigned by the Superintendent.

**RESPONSIBILITIES:****A. The Director of Language Arts and Testing ensures:**

1. District compliance with New York State and Federal laws governing the provisions of language arts and ESL.
2. The timely notification of a child's requirement for supplemental remediation /AIS and ESL services.
3. The timely coordination and review of student progress on the West Babylon Early Literacy Profile, NYS ELA Testing Program for Grades 3-8, English 11 Regents, and the NYSESLAT .
4. The development of literacy action plans which include annual goals and short-term objectives for ELA and ESL..
5. The review of all AIS incoming grades 1-5 students for placement in ELA summer school when offered.
6. The maintenance and updating of all confidential files.

**B. Personnel**

The Director supervises the reading teachers, reading teacher assistants and all language arts and ESL instructors. The Director engages language arts and ESL professionals in the analysis of student progress in reading, language arts and language acquisition and does synergetic supervision of lessons.

**C. Language Arts and ESL**

1. Coordinate and Function as the supervisor of the language arts and ESL programs, K-12.
2. Coordinate the K-8 reading program with the reading teachers and school principals.
3. Ensure the scope and sequence of the language arts curriculum, including K-12 reading and the AIS program.
4. Coordinate the administration and scoring of the West Babylon Early Literacy Profile, the OLSAT, the New York State ELA Testing Program grades 3-8 and the NYSESLAT .
5. Keep abreast of and report trends in language arts instruction.
6. Support the use of technology in the district's language arts and ESL classrooms.
7. Support continuous improvement in student performance as reflected in reading and writing efforts in grades K-12.
8. Coordinate the language arts program evaluations, grades K-12.
9. Assist language arts teachers develop ELA action plans and design literacy learning experiences and curriculum.
10. Assist ESL teachers to develop learning experiences and curriculum to increase student achievement in language acquisition and achievement in literacy.
11. Work toward the development of assessment tools for literacy and ESL classrooms.
12. Be familiar with all regulations relating to the language arts and ESL.
13. Sit as a member of the Superintendent's Management Council (SMC), Superintendent's Management Team (SMT), and the Superintendent's Quality Review Council (SQRC).

14. Any other related duties assigned by the Superintendent.

**D. Testing**

1. Monitor state and district-imposed standardized programs and provide leadership in the analysis and interpretation of data for program improvement.
2. Compile data and research about the district in order to improve services delivered to the students.
3. Work with building and central administrators, as well as with teachers, in monitoring student progress in reading language arts and ESL.
4. Organize and analyze student progress in grades 3-8 ELA, NYSESLAT and ELP assessments by district-wide gradelevel and school grade level .
5. Collaborates with the High School Principal to Analyze the results of the SAT, ACT and English Regents examination.
6. Assist in coordinating ELA and ESL data reports for NYSED and district-wide purposes..

**E. S.A.I.L. Program**

1. Serve as the Chairperson of the selection committee.
2. Provide timely selection feedback to parents of nominees.
3. Supervise the S.A.I.L. Parent Orientation and instructional programs.
4. In conjunction with the Assistant Superintendent for Student Services, monitor efficient use of allocated funds.

**F. Home Instruction Applications**

1. Provide appropriate information and timelines to parents making application for home schooling.
2. Conduct reviews of the quarterly reports submitted by parents to ensure compliance with the Regulations of the Commissioner of Education.
3. Maintain records for the district related to home schooling.

**G. Professional Development in Literacy**

1. In conjunction with the Assistant Superintendent for Curriculum and Student Services and the Executive Director for Human Resources, coordinate and oversee K-12, job-embedded professional development in literacy and ESL during the school year and Summer Academy for Teachers of Excellence, including the district-wide Reflective Pathway Listserv/Collegial Circle.
2. In conjunction with the Assistant Superintendent for Curriculum and Student Services and the Executive Director for Human Resources, coordinate and oversee K-12 grant opportunities in ESL and Literacy (Title III, plus competitive state and local grants).

Adopted: 05/22/00