WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY - JUNE 28, 2011

AGENDA

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

1.   Call to order by presiding officer

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

"Review of External Audit Procedures"
Mr. Michael Nawrocki, Nawrocki Smith LLP

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

3.   Approval of minutes of previous meeting(s):   Regular Meeting: June 13, 2011
                                                          Special Meeting: June 15, 2011
                                                          Special Meeting: June 21, 2011

4.   Statement of the Board and/or Superintendent

5.   Statement of West Babylon Teachers' Association Representatives

6.   Statement of School Administrators' Association Representatives

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

8.   Statement of Student Association Representatives

9.   Statement of PTA Council Representatives

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

11. Report of the Superintendent and/or Educational Presentation

12. Business Agenda [**Consent Agenda Items]

    A. BOARD OF EDUCATION
       ** (R) Authorization for Board President and the Superintendent of Schools
           to Sign Amended Employment Agreements (Res. #BE-1)
       ** (R) Renewal of American Red Cross Agreement (Res. #BE-2)
       ** (R) Approval of The Hagedorn Little Village School to Provide Summer
           Instructional Services (Res. #BE-3)
       ** (R) Addendum to the 2010-2011 Babylon School District Contract
           to Provide Special Education Services (Res. #BE-4)
       ** (R) Approval of Annual Provision for Western Suffolk BOCES
           Alternate Learning Center Program (Res. #BE-5)
       ** (R) Approval of the District to Provide Special Education Services
           to North Babylon School District Resident Student (Res. #BE-6)

    B. PERSONNEL
       ** (R) 10-P-22   Professional Personnel
       ** (R) 10-C-22   Civil Service Personnel (Res. #PE-1)

    C. FINANCE
       ** (R) Budget Transfers (Res. #FI-1)
       ** (R) Acceptance of Donation (Res. #FI-2)
       ** (R) Long Island School Food Service Directors Coop Bids (Res. #FI-3)

    D. CURRICULUM
       ** (R) Adoption of Elementary School-Grade 4 Science Textbook (Res. #CU-1)
       ** (R) Declaration of Obsolete Library Books (Res. #CU-2)

13. Policy Review:
    A. Board Review - Data Disaster Recovery Plan (First Time Reading) (File: 1120.1)
    B. Board Review - Fund Balance (Second Time Discussion) (File: 6610)
    C. Board Review - Agenda Format (Third Time Adoption) (File:2350)

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.]

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY, JUNE 28, 2011

RESOLUTIONS

BOARD OF EDUCATION

**#BE-1

RESOLVED: that the West Babylon Board of Education authorizes the Board President and the
Superintendent of Schools to sign amended employment agreements with the
Assistant Superintendent for Curriculum & Student Services, Executive Director
for Human Resources, Executive Director for Finance & Operations, School
Lunch Director, Supervisor of Transportation and Plant Facilities Administrator.

**#BE-2

RESOLVED: that the agreement between the West Babylon Union Free School District and the
American Red Cross, designating the district's buildings as mass care shelters,
in the event of an emergency, be renewed.

**#BE-3

RESOLVED: that the following school, for disabled children, be approved to provide summer
instructional services:

The Hagedorn Little Village School

**#BE-4

RESOLVED: that the addendum to the 2010-2011 Babylon School District contract, relating to 1:1
aide services, be approved.

**#BE-5

RESOLVED: that the district will, once again, provide one (1) classroom and supportive services for use by Western Suffolk BOCES Alternate Learning Center Program, for the period September 1, 2011 through June 30, 2012. The rental fee will be $3,000 and the supportive services fee will be $13,000.

**#BE-6

RESOLVED: that the West Babylon School District is approved to provide instructional services to a North Babylon resident student, during the summer of 2011, according to the Instructional Services Agreement between the North Babylon Union Free School District and the West Babylon Union Free School District.

PERSONNEL

**#PE-1

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

10-P-22	Professional Personnel
10-C-22	Civil Service Personnel

FINANCE

**#FI-1

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

Account Code	Transfer Explanation Account Description	From	To
A2110.1310	Salary Adjustments & New Hires	163,066.00	
A2250.4490	Professional Services	76,706.00	
A2250.4700	Tuition	36,828.12	
A9030.8000	Social Security/Medicare	189,935.88	
A1620.4900	BOCES Services		14,787.00
A2010.4900	BOCES Services		2,433.00
A2060.4900	BOCES Services		16,865.00
A2250.4900	BOCES Services		339,175.00
A2280.4900	BOCES Services		35,000.00
A2630.4900	BOCES Services		58,276.00
Explanation	**June BOCES Bill**		
A2110.1310	Salary Adjustments & New Hires	65,000.00	
A2270.1200	Reading Teachers K-5	35,000.00	
A1310.1600	Business Office Staff Salaries	78,297.36	
A5510.1600	Contract Salaries	14,067.46	
A2110.1400	Substitute Teaching		92,515.32
A2270.1300	Reading Teachers 6-12		99,849.50
Explanation	**June Salary Reconciliation**		
A2110.1310	Salary Adjustments & New Hires	180,000.00	
A9060.8000	Health Insurance		180,000.00
Explanation	**June Health Insurance Reconciliation**		

**#FI-2

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of $209.25, from the Stop and Shop "A+ School Rewards Program". The donation will be deposited into South Bay School's Trust and Agency account.

*#FI-3

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 Association:

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

DRINKS
Colonial Coffee
Coca Cola
T. A. Morris
Snapple Distributors
Tropicana DSD
Pepsi Meadowbrook
Jay Bee Distributors
Cookies & Moore
Big Geyser
Mivila Foods

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

BREAD
Modern Italian Bakery

BAGELS
Modern Italian Bakery

PAPER/PLASTIC
Appco Paper & Plastic
Borax
J & F Supplies
Mivila Foods

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

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

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

DIRECT DIVERTED
Driscoll Foods
Giorgio Foods
Jennie-O
JTM Foods
Michael Foods
Nardone Bros.
Pierre
Savory Foods
T. A. Morris
Tasty Brand

CHEESE/PIZZA
Giorgio Foods
Mivila Foods
Nardone Bros.
Pierre
Savory
T. A. Morris

Continued ....

LARGE EQUIPMENT
Bar Boy Products
Calico Ind.
Nassau Food Service
Sam Tell Co.

SMALL WARES
Bar Boy Products
Calico Ind.
J & F Supplies
Mivila Foods
Sam Tell Co.

CLEANING SUPPLIES
EcoLab

ICE CREAM
Circusman

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

CURRICULUM

**#CU-1

RESOLVED: that the textbook titled, <u>Science: A Closer Look</u>, Hackett, Moyer, Vasquez, and Tefari, Macmillan/McGraw-Hill publishers, copyright 2011, is adopted, by the West Babylon Board of Education, for use for the Grade 4 elementary students, effective September 1, 2011.

**#CU-2

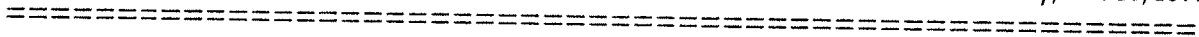RESOLVED: that 298 books, located in the Forest Avenue School library, be declared obsolete. The books are damaged and/or contain obsolete information.

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - JUNE 28, 2011

PERSONNEL

(R) Schedules: 10-P-22   Professional Personnel
                     10-C-22   Civil Service Personnel

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PROFESSIONAL PERSONNEL SCHEDULE

I. Professional Personnel Schedule 10-P-22

A.	Family Medical Leaves
B.	Leave of Absence Requests
C.	Probationary Appointment
D.	Guidance Additional Hours
E.	S.A.T./ACT Proctors
F.	2011-2012 Substitute
G.	2011 Summer School
H.	2011 Summer Work
I.	Fall, 2011 Adult Ed. Director/Instructors/Consultants
J.	2011-2012 Clubs & Advisors
K.	2011-2012 Coaching

CIVIL SERVICE PERSONNEL SCHEDULE

II. Civil Service Personnel Schedule 10-C-22

A.	2011-2012 Per Diem Substitutes

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Last, Heidi	Elementary Tchr.	JH		6/6/11 -	Family Medical Leave
Bellemare, Danielle	Family/Consumer Science Tchr.	HS		6/10/11 -	Family Medical Leave
Rosen, Jennifer	Elementary Tchr.	JK		6/13/11 -	Family Medical Leave
Weis, Danielle	Senior Technologist	JH		9/7/11 - 10/28/11	Leave of Absence
Carere, Jennifer	Assistant Principal	JH	Step A/ $122,957.	7/1/11	Probationary Appt.
Carere, Jennifer	Social Studies Tchr.	JH		2011-2012	Leave of Absence

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

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Additional Hours:

| Thomas, Stephanie | Guidance Dept. Duties | HS | $96.14/hr. | 2010-2011 | 120 hrs. |

S.A.T. Proctors:

| Cafiero, Mary Ann | | HS | $21.48/hr. | 6/4/11 | Correction 5.5 hrs. |
| Kunzig, Christopher | | | | | 5.5 hrs. |

A.C.T.. Proctors:

Dombo, Stephen		HS	$21.48/hr.	6/11/11	
Shaffer, Donna					5.5 hrs.
Iaquinto, Christine					5.5 hrs.
McArdle, Patrick					5.75 hrs.
Satriano, Paul	Asst. Test Coordinator				5.75 hrs.
Thomas, Stephanie	Test Coordinator				6.5 hrs.
					6.5 hrs.

Science Regents Tutorials:

| McKenna, Theresa | | | $35.53/hr. | 5/24/11 - 6/23/11 | Up to 3 hrs. |

Adult Education Director:

| Moore, Robert | | | $1,440. | Summer, 2011 | [correction] |

Per Diem Substitute:

| Daly, Adair | | DW | $120./day | 2011-2012 | Registered Nurse |

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

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Special Education - Elementary Summer School - July 11, 2011 - August 19, 2011 (Mon. - Fri. 5 hrs/30 days)*
*Contingent, pending NYSED approval and sufficient enrollment.

Elementary Special Education Teachers:			$6,633.		K-6
Powers, Brian					[from 7-8]

Elementary Special Education Teaching Assistants:			$3,981.		K-6
Delaney, Christina					
Graziosa, Sonya					
Casoria, Meredith					
Phillips, Deanna					[withdrew]
Smith,Marissa					[from 7-8]
					[from 7-8]

Special Education - Elementary Summer School - July 11, 2011 - August 19, 2011 (Mon. - Fri. 5.5 hrs/30 days)*
*Contingent, pending NYSED approval and sufficient enrollment.

Elementary Special Education Teachers:			$7,297.		7-8
Serviss, Tiffany					[from K-6 TA]
Kohler,Amy					
Kozak,John					

Elementary Special Education Teaching Assistants:			$4,379.		7-8
Ruiz,Lawrence					
Smith,Marissa					
Powers,Daniel					
Koentje,Nicholas					[from K-6]

Wilson Reading Tutors:			$44.22/hr.	Summer, 2011	Section 611 Grant
Phillips, Emily					

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

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High School Program - Grades 9-12 Summer Institute: July 11, 2011- August 16, 2011
*Contingent, pending NYSED approval and sufficient enrollment.   **(22 days/2 hrs.& min./section/day)***

			$2,025./section		
Boring,Gayle					Science

Regents Exams Accommodations Proctors:			$44.22/hr.	8/17/11 - 8/19/11	
Galvin,Donna					
Rizzo,Laura					
Schimmel,Alicia					

Independent Study:			$44.22/hr.	Summer, 2011	
Korchma,Heather	Studio Art				
Torres,Nicole	Physical Education				
Waldeck,Kristina	Social Studies				

Per Diem Substitute Teaching Assistants:			$26.54/hr.	Summer, 2011	
Per Diem Substitute Teachers:			$44.22/hr.	Summer, 2011	
Donnelly, Theresa					
Hymowitz, Marissa					
Poio,Josephine					

CPSE/CSE Representatives:				Summer, 2011	Corrections
Febbraro, Nancy			$93.42/hr.		
Flynn, Ann			$80.26/hr.		
Chiquitucto, Alison			$80.22/hr.		
Alberts, Susan			$96.95/hr.		
DeStefano, Renee			$75.89/hr.		
Dunn, Kathleen			$93.42/hr.		
Fazio, Hillary			$96.95/hr.		
Fitzgerald, Laura			$83.14/hr.		
Gross, Maria			$86.81/hr.		
Hoppe, Lisa			$96.95/hr.		
Marshall, Diana			$91.24/hr.		
Pomilla, Donna			$96.95/hr.		
Thompson, Maura			$93.42/hr.		
CSE Representatives:				Summer, 2011	
Read-Feryo, Michele			$67.33/hr.		
Sullivan, Mary			$96.95/hr.		
Cafarelli, Susanna			$78.07/hr.		
Hartranft, Gregory			$86.81/hr.		

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

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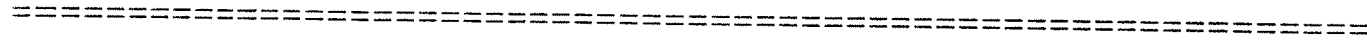
2011 Summer Work:

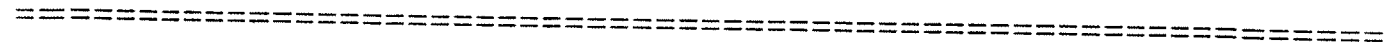| NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Thomas, Stephanie	Guidance Dept. Duties	HS	$5,667.	10 full days	
Hickey, Susan	Scheduling		$1,139.90	2 full days	
Marcin-D'Angelo, Allison	"		$903.22	2 full days	
Satriano, Paul	"		$741.14	2 full days	
Schilt, Brianne	"		$691.08	2 full days	
Dombo, Stephen	"		$517.06	2 full days	
Theo, Harry	Instructional Technology	TA/DW	$10,417.20	20 full days	Additional Days
Spinelli, Anthony	Athletics	HS	$18,634.50	30 full days	"
Sewell, MaryJean	CPSE Chairperson	DW	$522.51/day	Up to 8 days	Section 619 IDEA Grant
Leonbruno, Thomas	Special Ed. Scheduling	HS	$471.67/day	Up to 3 days	Section 611 IDEA Grant
Sullivan, Mary	"	JH	$581.72/day	Up to 3 days	"
Clark, Julia	School Nurse Teacher	Elem.	$67.15/hr.	6 hrs.	Screening New Entrants/Physicals
Autera, Jennifer	"	"	$86.81/hr.	6 hrs.	"
LaMantia, Joanne	Registered Nurse	"	$32.94/hr.	6 hrs.	"
Senzamici, Donna	"	"	$41.29/hr.	6 hrs.	"
Lentricchia, Janet	"	"	$41.84/hr.	6 hrs.	"
Raimondi, Theresa	"	"	$41.29/hr.	6 hrs.	"
Daly, Adair	"	"	$20./hr.	6 hrs.	"

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Curriculum Work:			$60./hr.	2011-2012	Title II Fund

Classroom Behavior Checklists:

Giorgianni, Allison					5 hrs.
Hoppe-Arden, Lisa					5 hrs.
Shay, Meghan					5 hrs.
Saumell, Eileen					5 hrs.

Powerful Read-Alouds for Secondary Students:

George, Nancy					6 hrs.
Gisonda, Bernadette					6 hrs.
Brower-Cohen, Christine					6 hrs.

Integrating Literature and Math:

Hoppe-Arden, Lisa					7 hrs.
Giorgianni, Allison					7 hrs.
Shay, Meghan.					7 hrs.

Aligning the West Babylon School Library Media Curriculum Guide:

Robinson, Alice					10 hrs.
Neville, Patricia					10 hrs.

ELA Curriculum Map (previously unconfirmed committee member):

Fitzgerald, Jeanne			$2,000.		

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

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2011 Summer Staff Development: $60./hr.   Title II Fund

Overview of RTI: Tier 1 Interventions for Elementary Classroom Teachers:
Hoppe-Arden, Lisa   4 hrs.
Fazio, Hillary   4 hrs.

Understanding the IST Referral Process:
Hoppe-Arden, Lisa   4 hrs.
Fazio, Hillary   4 hrs.

Presentation and Critique of Completed IST Form:
Hoppe-Arden, Lisa   4 hrs.
Fazio, Hillary   4 hrs.

Setting Up an Informative Classroom Website:
Shay, Meghan   4 hrs.

SmartBoard Fundamentals — SmartBoard Basics and Notebook Essentials:
Shay, Meghan   4 hrs.

Ready, Set, Search: Finding, Organizing, and Fine-Tuning Web Based SmartBoard Files:
Shay, Meghan   4 hrs.

Developing a Reading Toolkit of Resources to Support Your Conferring and Small Group Work in Grade K-5:
Shay, Meghan   4 hrs.

Getting Your Wishes "Grant'ed:"
Gottlieb, Susan   17 hrs.
Robinson, Alice   17 hrs.

SmartBoard for Experienced Users:
Benvenuto, Charles   8 hrs.

Creating Web-based Assignments Using Your Webpage:
Benvenuto, Charles   8 hrs.

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

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2011 Summer Staff Development: | | | $60./hr. | | Title II Fund

Creating an Interactive Webpage:
Benvenuto, Charles | | | | | 8 hrs.

Setting Up Basic Sharp School Websites for the Grade 9-12 Educator:
Bauer, Scott | | | | | 4 hrs.

Uploading Photos, Files, and Creating a Calendar on Your Sharp School Website:
Bauer, Scott | | | | | 4 hrs.

Introduction to Google Apps:
Bauer, Scott | | | | | 4 hrs.

Integrating Video and Flash Files for Animation on Your Sharp School Website:
Bauer, Scott | | | | | 4 hrs.

Integrating Portlets and Interactive Widgets on Your Sharp School Webpage:
Bauer, Scott | | | | | 4 hrs.

Implementing a News Section Page on Your Sharp School Website:
Bauer, Scott | | | | | 4 hrs.

Advanced Features/Managing Sharp School Webpages:
Bauer, Scott | | | | | 4 hrs.

Making the Most of Your Classroom SmartBoard:
Bauer, Scott | | | | | 4 hrs.

Reflective Pathway Listserv/Collegial Circle Phase 9-Improving Teacher Effectiveness:
Carrozzo, Diane | | | | | 6 hrs.
Granieri, Lisa | | | | | 6 hrs.
Petter, Rebecca | | | | | 6 hrs.
Romeo, Marta | | | | | 6 hrs.

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

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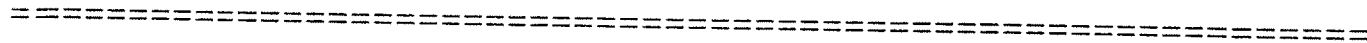
Adult Education Director: $3,600.   Fall, 2011
Moore, Robert   per semester

Adult Education Instructors: $25./hr.   Fall, 2011

NAME	POSITION
Stolberg, Lynn	Medical Billing
Gippetti, Diane	Medical Billing
Nicewicz, Richard	Repair Your Personal Computer
	Advanced PC Repair
Gibbons, Hubert	Computers for Seniors
	Keyboarding
Crichton, Kim	Pilates
	Iyengar Yoga
	Qigong (Chee Gung)
Kalischewski, M.J.	Tai Chi Chuan
Snyder, John	Adult Fitness Program
Axelson, Gregory	Adult Fitness Program - Substitute
Stanley, Kaitlin	Spanish for Beginners
	Advanced Spanish
Ward, Anna	Italian I
	Italian II
Amorde, Gail	Create a Scrapbook Album
	Sewing for Beginners
King, John	Sunday Brunch
	Fall Harvest
	Game Day Menu: Games On!
Powers, Kenneth	Antiques and Collectibles, Is it Trash or Treasure?
Kefalas, Terry	Introduction to Computers
	Introduction to Microsoft Word
	Introduction to Microsoft Excel
Powers, Joseph	Introduction to Guitar
Konas, Marlene	Beginning Jewelry Making
Konas, Marlene	Advanced Jewelry Making
Zambito, Robert	Debt Free Lifestyles
Kong, JoAnne	Introduction to Glamour
	Basics of Personal Budgeting
Braham, Delton	Security Guard Training 1 & 2

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

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Adult Education Instructors:

$25./hr.   Fall, 2011

Name	Position
Loggia, Christina	Your Next Job May Be A Click Away
	Wet Their Appetite with a Winning Resume
	Selling Yourself on An Interview
	Create a Fresh New Look With Scarves
Weill, Nancy	Zumba
Waltman, Linda	Zumba - Substitute
Macinick, Cara	Healing from the Kitchen
	Phoenix Rising - Menopause

Adult Education Consultants:

Fall, 2011

Name	Position	Salary
Greco, Linda	Defensive Driving	$28.00/person
Hirschfield, Martin	Defensive Driving	$30.00/person
Dashkin, Howard	Latin Dancing	$55.00/person
	Disco-Hustle and Swing	$55.00/person
The Baking Coach	Creative Cupcake Course	$10.00/person
	Life Beyond the Chocolate Chip	$10.00/person
	Agave Nectar	$10.00/person
	It's All About the Apple	$10.00/person
	Fondant Flower Fun	$10.00/person
Heitz, Janice	America's Boating Course	$35.00/person
Voice Coaches	Getting Paid to Talk	$87.50/night
Elardo, Dina	Notary Public Course	$45.00/person
	Notary Signing Agent Course	$45.00/person

Adult Education Volunteer Instructors:

Fall, 2011

Name	Position
Kass, Steven	Elder Law and Estate Planning
	Special Needs Planning
Bergmann, Ira	"The First, Last and Only" Financial Class You'll Ever Need
Esposito, Jan	How to Pay for College without Going Broke
Esposito, Anthony	"
Danaher, Meg	Life Planning
	Smart Women Finish Rich
Espinoza, Shirley	Lick the Sugar Habit
	What Your Feet Can Tell You About Your Health
	Tummy Troubles
Simonson, Heather	There's No Place Like Home-Talking With Kids About Sexuality

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

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Elementary Clubs & Advisors: 2011-2012

Forest Avenue:

NAME	POSITION	SALARY
Riviezzo, Frances	Computer Club	$502.
Christie, Diane	Math Olympiads	$363.
Wilken, Kristen	Safety Patrol	$502.
Felice, Bryan	Student Council	$502.
Kahler, Timothy	Technology Advisor	$1,443.

John F. Kennedy:

NAME	POSITION	SALARY
Hoppe-Arden, Lisa	Student Council	$502.
Morris, Deborah	Computer Club	$502.
Giorgianni, Allison	Math Olympiads	$363.
Shay, Meghan	Technology Advisor	$1,443.
Grace, Cara	Safety Patrol	$502.

Santapogue:

NAME	POSITION	SALARY
Mahon, Susan	Computer Club	$502.
Soldano, Susan	Math Olympiads	$363.
Fitzgerald, Jeanne	Safety Patrol	$502.
Paganica, Heather	Student Council	$502.
Fitzgerald, Jeanne	Technology Advisor	$1,443.

South Bay:

NAME	POSITION	SALARY
Klopsis, Laure	Student Council	$502.
Szypula, Jaime	Math Olympiads	$363.
Szypula, Jaime	Safety Patrol	$502.
Levy, Kara	Computer Club	$502.
Levy, Kara	Technology Advisor	$1,443.

Tooker Avenue:

NAME	POSITION	SALARY
Schafer, Mary	Computer Club	$502.
Bedford, Paula	Math Olympiads	$363.
Durkin, Kelly	Safety Patrol	$502.
Durkin, Kelly	Student Council	$502.
Squicciarini, Patricia	Technology Advisor	$1,443.

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

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Elementary Clubs & Advisors: 2011-2012

Junior High:

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Moran, Eileen	Student Council		$3,175.		
Limperatos, Tara	N.J.H.S.		$1,134.		
Kohler, Amy	Critics Club		$1,134.		
O'Neill, Margaret	Class Advisor, Gr. 6		$1,661.		
Augustine, Janine	Class Advisor Gr. 7		$1,661.		
Craig, Karol	Class Advisor Gr. 8		$1,674.		
Carrozzo, Diane	Newspaper		$1,147.		
Tomeo, Jennifer	Yearbook Club		$999.		
TBD	Art Club Grade 7 & 8		$1,134.		
Hirsch, Malcolm	International Club		$568.		
Powers, Julia	Computer Club		$1,134.		
Powers, Julia	Robotics Club		$1,134.		
Dell'Isola, Robert	Mathletes		$1,134.		
Finocchio, Dominique	Jazz Band Gr. 6		$2,058.		
Butler, Kenneth	Jazz Band/Gr. 7		$2,058.		
Gimberlein, Nicholas	Jazz Band Gr. 8		$2,058.		
Kronenbitter, Linda	Science Olympiad		$1,134.		

Elementary Music Clubs/Advisors: $1,815.   2011-2012

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Scott, Matthew	Band (Blue)				
"	Band (Jazz)				
Kohler, Danielle	Band (Gold)				
Uhl, James	Orchestra				
Gotzen-Berg, Diana	Orchestra Asst.		$907.50	2011-2012	[contingent, pending enrollment]

Morning Challenge Advisors: JH $36.32/hr.   2011-2012

Benvenuto, Charles

Horstmann, Thomas

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

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Varsity Head Coaches:

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.
				Fall, 2011
DiSalvo,Nicole	Cheerleading		$5,074.	
Rossi,Joseph	Cross Country(B)		$5,074.	
Casoria,Meredith	Cross Country(G)		$5,074.	
Montalvo,Andrea	Field Hockey		$6,340.	
Ritacco,Albert	Football		$7,017.	
Malone,Kevin	Golf(B)		$5,074.	
Curio,Jennifer	Gymnastics		$5,074.	
Ging,Frank	Soccer(B)		$6,340.	
Axelson,Gregory	Soccer(G)		$6,340.	
Tannenbaum,Shawn	Swimming(G)		$5,074.	
LaRocco,Caitlyn	Tennis(G)		$5,074.	
Rymer,Erin	Volleyball		$6,340.	
Lynch,Timothy	Basketball		$7,017.	Winter, 2011-2012
Dorsey,Katie	Basketball		$7,017.	
Riviezzo,Francis	Bowling		$5,074.	
Antonelli,Gina	Bowling		$5,074.	
DiSalvo,Nicole	Cheerleading		$5,074.	
Rossi,Joseph	Winter Track(B)		$5,074.	
Ging,Frank	Winter Track(G)		$5,074.	
Coffin,Harry	Wrestling		$7,017.	
TBD	Baseball		$6,340.	Spring, 2012
Waldeck,Kristina	Golf(G)		$5,074.	
TBD	Lacrosse(B)		$6,340.	
Kilgus,Colleen	Lacrosse(G)		$6,340.	
Torres,Nicole	Softball		$6,340.	
LaRocco,Caitlyn	Tennis(G)		$5,074.	
Dahl,Robert	Track/Field(B)		$6,340.	
Phelan,Melissa	Track/Field(G)		$6,340.	

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

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2011-2012 Head Coaches:

Fall, 2011-2012

Name	Position	School/Area	Salary
TBD	JV Head	Cheerleading	$4,077.
Matthews, Autumn	7/8 Gr. Head	Cheerleading	$2,415.
Bellacosa, Michael	JV Head	Football	$5,737.
Doherty, Daniel	7/8 Gr. Head	Football	$4,337.
Dahl, Robert	7/8 Gr. Head	Cross Country	$4,077.
Goebel, Patricia	JV Head	Field Hockey	$5,074.
Mandriota, Jennifer	7/8 Gr. Head	Field Hockey	$4,077.
Homan, Daniel	JV Head	Golf(B)	$4,077.
Horstmann, Thomas	7/8 Gr. Head	Soccer(B)	$4,077.
Levy, Steven	7/8 Gr. Head	Soccer(G)	$4,077.
Joseph, Melissa	JV Head	Tennis(G)	$4,077.
Kunzig, William	7/8 Gr. Head	Tennis(G)	$4,077.
Kunzig, Christopher	JV Head	Soccer(B)	$5,074.
Dewhirst, James	JV Head	Soccer(G)	$5,074.
Palazzo, Samantha	JV Head	Volleyball	$5,074.

2011-2012 Assistant Coaches:

Fall, 2011-2012

Name	Position	School/Area	Salary
Delaney, Kevin	Varsity Assistant	Football	$5,737.
Torre, Andrew	7/8 Gr. Assistant	Football	$4,077.
DeBiccari, Thomas	JV Assistant	Football	$5,074.

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

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| **Per Diem Substitute:** *Walley, Scott | | DW | $10./hr. | 2011-2012 | Custodian |
| **Per Diem Substitutes:** Callanan, Michele Carlson, Kristen Niven, Gelsomina | | DW | $9./hr. | 2011-2012 | Clerical Paraprofessional " |

*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - JUNE 28, 2011

FINANCE

Long Island School Food Service Directors Coop Bids   (Res. **#FI-3)

WEST BABYLON SCHOOLS
SCHOOL FOOD SERVICE DEPARTMENT
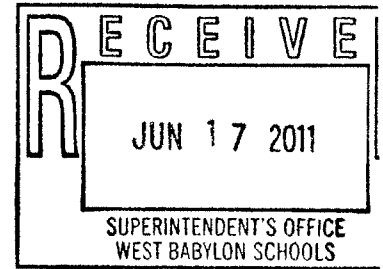
TO: Art Williams, Executive Director for Finance & Operations

FROM: Adrianne Goldenbaum, School Food Service Director

DATE: June 14, 2011

RE: **2011 - 2012 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 May 13, 2011 at 11 AM & 1 PM in South Huntington School District. The bids were advertised in Nassau & Suffolk Newsday on April 13, 2011.

BAGELS
Modern Italian Bak.

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

DIRECT DIVERTED
Driscoll Foods
Giorgio Foods
Jennie-O
JTM Foods
Michael Foods
Nardone Bros.
Pierre
Savory Foods
T.A. Morris
Tasty Brand

CHEESE/PIZZA
Giorgio Foods
Mivila Foods
Nardone Bros.
Pierre
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.
Tropicana DSD
Pepsi Meadowbrook
Jay Bee Dist.
Cookies & More
Big Geyser
Mivila Foods

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

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

CLEANING SUPPLIES
EcoLab

LARGE EQUIP.
Bar Boy Prod.
Calico Ind.
Nassau Food Service
Sam Tell Co.

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

ICE CREAM
Circusman

PAPER/PLASTIC

Appco Paper & Plastic
Borax
J & F Supplies
Mivila

SMALLWARES
Bar Boy Products
Calico Ind.
J & F Supplies
Mivila Foods
Sam Tell Co.

* 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 - TUESDAY - JUNE 28, 2011

POLICY

Board Review - Data Disaster Recovery Plan   (First Time Reading)   (File:1120.1)

Board Review - Fund Balance Policy   (Second Time Discussion)   (File:6610)

Board Review - Agenda Format   (Third Time Adoption)   (File:2350)

DRAFT

DATA DISASTER RECOVERY PLAN

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Full Volume Backups:
There will be three types of Full Volume Backups:

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

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

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

Safety Issues:
In almost any disaster situation, hazards and dangers can abound. While survival of the disaster itself can be a harrowing experience, further injury or death following the disaster stemming from carelessness or negligence is senseless.
All personnel must exercise extreme caution to ensure that physical injury or death is avoided while working in and around the disaster site itself. No one is to perform any hazardous tasks without first taking appropriate safety measures.
There are hazardous materials present in the District. Three primary sources exist for these materials:
- *Janitorial supplies -Hazardous chemicals are present in the janitorial closets scattered throughout the building. The door to each closet contains a list of the chemicals present in the closet. If this information is not present at the scene of the disaster, contact Building & Grounds for a list of the chemicals located in the building.*
- *Battery acid -Hazardous battery acid is present in large quantities in the Uninterruptible Power Supplies. Battery acid can cause caustic skin bums, blindness, and pulmonary distress if inhaled. If you come in contact with battery acid, immediately seek a source of water and wash the affected areas continuously until medical assistance can be sought.*
- *Science rooms -Hazardous chemicals are present in chemical storage cabinets located in the science department. Material Safety Data Sheets (MSDS's) should be kept in the office of the science chairperson, main office, and the Buildings & Grounds Office.*

Disaster Notification List:
If an event of a disaster or event that affects the operations of the network and possible data loss is suspected, the following individuals need to be notified of this situation:
- Superintendent of Schools
- Director of Student Data and Instructional Technology
- Executive Director of Finance & Operations
- Master Technologist
- Plant Facilities Administrator

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

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

Determine Personnel Status:
One of the Recovery Managers important early duties is to determine the status of personnel working at the time of the disaster. Safety personnel on site after the disaster will affect any rescues or first aid necessary to people caught in the disaster. However, the Recovery Manager should produce a list of the able bodied people who will be available to aid in the recovery process.
Taking care of our people is a very important task and should receive the highest priority immediately following the disaster. While we will have a huge technical task of restoring computer and network operations ahead of us, we can't lose sight of the human interests at stake.
The Recovery Manager sets the plan into motion. Early steps to take are as follows:

1. The Recovery Manager should retrieve the Disaster Recovery Plan. Copies of the plan should be made and handed out at the first meeting of the Recovery Management Team. The Recovery Manager is to appoint the remaining members of the Recovery Management Team. This should be done in consultation with members of the Superintendent's Management Council and the Director of Student Data and Instructional Technology.

2. The Recovery Manager is to call a meeting of the Recovery Management Team at the Recovery Control Center or a designated alternate site. The Plant Facilities Administrator is to be invited to this meeting. The following agenda is suggested for this meeting:
   a. Each member of the team is to review the status of their respective areas of responsibility.
   b. After this review, the Recovery Manager makes the final decision about where to do the recovery.
   c. The Recovery Manager briefly reviews the Disaster Recovery Plan with the team.
   d. Any adjustments to the Disaster Recovery Plan to accommodate special circumstances are to be discussed and decided upon.
   e. Each member of the team is charged with fulfilling his/her respective role in the recovery and to begin work as scheduled in the Plan.
   f. Each member of the team is to review the makeup of their respective recovery teams. If individuals

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

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

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

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

a. Office desks and chairs

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

c. An up-to-date PC Compatible computer

d. LaserJet printer or equivalent

e. Fax machine & Copier

Equipment Protection and Salvage

Protection:

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

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

Salvage Backup Media:

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

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

Salvage Equipment:

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

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

Inventory:

As soon as practical a complete inventory of all salvageable equipment must be taken, along with estimates about when the equipment will be ready for use (in the case that repairs or refurbishment is required). This inventory list should be delivered to the Recovery Manager who will use it to determine which items from the disaster recovery hardware and supplies lists must be procured to begin building the recovery systems.

Cold Site Preparation:

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

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

Critical Systems Recovery:

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

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

- *Equipment Installation -The correct equipment and connecting cables must be ordered and installed.*
- *The equipment needs to have the proper Network Operating System (NOS) loaded.*
- *Media Restores -Restore from the last full backup that is accessible; then restore from any incremental*

backups available.
- *Configuration Adjustments -Adjustments in system configurations may be necessary to accommodate configuration changes, new IP addresses, and software products having CPU serial number pass codes.*
- *Final Testing -After all changes are finished, the systems are tested and check for viability.*
- *Production -Allow the equipment be used in a production scenario.*

Post-Recovery Overview:

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

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

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

Data Testing Overview

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

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

Virus Prevention for Internal Computers

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

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

Adopted:

DRAFT

Fund Balance Policy   *File: 6610*

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

Fund Balance Classifications (pursuant to GASB Statement 54)

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

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

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

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

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

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

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

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

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

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

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Agenda Format

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 the minutes of previous meeting(s)
4]   Statement of the Board and/or Superintendent
5]   Statement of West Babylon Teachers' Association Representative
6]   Statement of School Administrators' Association Representative
7]   Statement of C.S.E.A. Representatives
8]   Statement of Student Association Representative
9]   Statement of PTA Council Representative
10]   Statement of Residents re: agenda items (15 minutes - limited to 3 minutes per speaker)
11]   Report of Superintendent and/or educational presentation
12]   Business Agenda items.
13]   Review of policies.
14]   Board of Education Reports
15]   Old Business
16]   New Business
17]   Statements of Residents re: other district items (15 minutes - limited to 3 minutes per speaker)
18]   Adjournment (This should take place by 11 PM)

The regular order of business may be changed at any meeting (and for that meeting only) by an affirmative vote of a majority voting for the proposed change in the regular order of business.

Except in emergencies, the Board shall not attempt to decide upon any question under consideration before examining and evaluating relevant information. The Superintendent shall be given an opportunity to examine and to evaluate all such information, and to recommend action before the Board attempts to make a decision.

The Board may adjourn a regular or special meeting at any place in the agenda providing that arrangements are made to complete the items of business on the agenda at a future meeting. The minutes shall make notice of the adjournment, and the reconvened sessions shall be considered an addition to these minutes.

Replaces in whole or in part former policy BDDB

Adopted: 12/08/2009