

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – NOVEMBER 26, 2013

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]

Miss Jessica Cozzi, 10th Grade, Senior High School – Author of Book Titled “Switch”
Dr. Ellice Vassallo, Principal

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

3. Approval of minutes of previous meeting(s):

Special Meeting:	October 29, 2013
Regular Meeting:	November 12, 2013
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:
 - A. **Strategic Plan Update**
Mr. Anthony Cacciola, Superintendent
 - B. **2014 Summer School Implementation Options**
Mrs. Christine Tona, Executive Director for Curriculum & Instruction
12. Business Agenda [****Consent Agenda Items**]
 - A. **BOARD OF EDUCATION**
 - ** (R) Approval of Lindenhurst Union Free School District to provide Special Education Services to Parentally Placed West Babylon School District Resident Students during the 2013-2014 School Year (Res. #BE-1)

- B. PERSONNEL**
 - ** (R) 13-A-3 Board of Education
 - ** (R) 13-P-10 Professional Personnel
 - ** (R) 13-C-10 Civil Service Personnel (Res. #PE-1)

 - C. FINANCE**
 - ** (R) Adoption of the 2014-2015 Budget Calendar (Res. #FI-1)
 - ** (R) Acceptance of Donations (Res. #FI-2 through Res. #FI-4)

 - D. FACILITIES**
 - ** (R) Declaration of Obsolete Equipment (Res. #FA-1 through Res. #FA-2)
13. Policy Review:
- A. Board Review-Minutes (Third Time Adoption) (File:2360)
 - B. Board Review-Policy Development, Adoption, Implementation and Review (Third Time Adoption) (File:2410)
 - C. Board Review-New Board Member Orientation (Third Time Adoption) (File:2510)
14. Board of Education Committee Reports: NYSSBA Policy Workshop- November 21, 2013
15. Old Business
16. New Business
17. Follow-Up to Residents' Statements
18. Statements of Residents re: other district items [15 minutes-limited to 3 minutes per speaker]*
19. Adjournment [This should take place by 11:00 P.M.]

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

Follow-Up to Residents' Unanswered Questions

Date	Residents' Questions	Responses
November 12, 2013	-----	-----
October 22, 2013	-----	-----
October 8, 2013	-----	-----
September 24, 2013	-----	-----
September 12, 2013	-----	-----
August 27, 2013	-----	-----
August 13, 2013	-----	-----
July 23, 2013	-----	-----
July 9, 2013	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – NOVEMBER 26, 2013

RESOLUTIONS

BOARD OF EDUCATION

**#BE-1

RESOLVED: that the West Babylon Board of Education approves the following school district to provide special education services, to parentally-placed West Babylon School District resident students, for the 2013-2014 school year:

Lindenhurst Union Free School District

PERSONNEL

**#PE-1

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

<u>13-A-3</u>	Board of Education
<u>13-P-10</u>	Professional Personnel
<u>13-C-10</u>	Civil Service Personnel

FINANCE

****#FI-1**

RESOLVED: that the West Babylon Board of Education adopts the 2014-2015 budget calendar.

****#FI-2**

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$29.99, from Ohiopyle Print. The donation will be deposited into the Senior High School's Trust and Agency account.

****#FI-3**

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$384.15, from Stop & Shop's A+ School Rewards Program. The donation will be deposited into Forest Avenue School's Trust and Agency account.

****#FI-4**

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$430.95, from Stop & Shop's A+ Rewards Program. The donation will be deposited into the Senior High School's Trust and Agency account.

FACILITIES

**#FA-1

RESOLVED: that the West Babylon Board of Education declares the following technology equipment obsolete:

Bldg.	Item	Model	Serial Number	WB UFSD	WB CSD	BOCES
BO	Emerson 13" Color TV	TC1375A	452-40506184	none	none	none
FA	computer	Dell GX150	18FTP51	124287	20071304	2853
FA	printer	XEROX PHASER 6140	E158002			
JFK	access point	TM1170 AP	04UT28570276	none	none	126907
JFK	computer	Apple Iie	E614106A2S2064	538	20072785	none
JFK	computer	Dell GX150	FYT1S01	2532	20072773	113243
JFK	computer	Dell GX150	30V1S01	2491	20072752	
JFK	computer	Dell GX270	28NPP31	2525	20072771	none
JFK	computer	Dell GX270	4dnpp31	2594	20072885	none
JFK	computer	Dell GX270	8cqtp51	2546	20072789	none
JFK	computer	Dell GX270	f9lxs31	2475	20072763	none
JFK	computer	Dell GX280	5bw5g61	2612	20072194	none
JFK	computer	Dell GX60	3m77n51	2032	20071738	124377
JFK	computer	Dell GX60	5m77n51	2034	20071740	124366
JFK	computer	Dell Precision 340	91TYR11	376	none	none
JFK	computer	HP NV45UT#ABA	MXL9341MQP			
JFK	monitor	Dell E771MM	cn-05e532-47803-482-cuxy	none	none	none
JFK	monitor	Dell E771MM	cn-05e532-47803-482-cwc3	none	none	none
JFK	monitor	Dell E771MM	cn-05e532-47803-489-capm	none	none	none
JFK	monitor	Dell E771MM	cn-05e532-47803-489-cfms	none	none	none
JFK	monitor	Dell E771MM	cn-05e532-47803-49l-cqvb	none	none	none
JFK	monitor	Dell E771P	mx-0419tg-47801-17n-h1a9	none	none	113204
JFK	monitor	Dell E771P	mx-0419tg-47801-17n-h1ah	none	none	113224
JFK	monitor	Dell E772P	cn-04p121-47804-39r-l156	none	none	none
JFK	monitor	Dell M782	my-08g157-47603-419-bd5z	none	none	none

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Bldg.	Item	Model	Serial Number	WB UFSD	WB CSD	BOCES
JFK	printer	HP 6127	MY38L3B0J6	none	none	none
JFK	printer	HP 6127	MY48Q3B0YH	none	none	none
JFK	projector	IN2102EP	AZMB81500653			
JFK	projector	NEC VT590	7600127ED	none	none	142316
JFK	server	Dell Poweredge 4400	9YS3S01	2482	none	113095
JFK	SIMA RF modulator	SVS4D	200685			
JFK	UPS	Back Ups pro 650	NB0123160889	none	none	none
JHS	Brother typewriter	Correchronic 340	M76229548	none	none	none
JHS	Brother typewriter	SX-4000	U53052F2E311461	none	none	none
JHS	computer	Dell GX270	85FTP51	2983	20070001	124491
JHS	Smith Corona 125 typewriter	5P	none	none	none	none
SA	computer	Dell GX150	J9L2S01	114280	20070059	2936
SA	computer	Dell GX150	C7L2S01	114274	20070367	2952
SA	computer	Dell GX150	36I2s01	106446	20071090	2975
SA	computer	Dell GX150	58I2s01	114284	20070306	2879
SA	computer	Dell GX150	gzt1s01	113231	20072896	2552
SA	computer	Dell GX150	79I2s01	114276	20070373	2956
SA	computer	Dell GX150	c5I2s01	106437	20070131	2935
SA	computer	Dell GX260	dsl3521		20070700	2673
SA	computer	Dell GX270	1dnpp31		20070375	2933
SA	computer	Dell GX270	17ptp51	124308	20070062	2938
SA	monitor	1707P	CN-OCC280-71618-652-AA38			
SA	monitor	Dell E771P	mx-0419tg-47801-174-h1cz	114275		
SA	monitor	Dell E771P	mx-0419tg-47801-174-h1ae	114279		
SA	monitor	Dell E771P	mx-0419tg-47801-174-h1bg	114267		
SA	monitor	Dell E771P	mx-0419tg-47801-174-h1bg			
SA	monitor	Dell E771P	mx-0419tg-47801-17q-h3dy	106447		
SA	monitor	Dell E771P	mx-0419tg-47801-174-h1bb	106438		
SA	monitor	Dell E771P	mx-0419tg-47801-26e-b3xu			
SA	monitor	Dell E771P	mx-0419tg-47801-17q-h3dt	114285		
SA	projector	sbt10x	b012be31003066			
SA	projector	sbt10x	b012bf0100217			
SA	projector	sbt10x	b012be2100644			

Continued.....

Bldg.	Item	Model	Serial Number	WB UFSD	WB CSD	BOCES
SA	projector	sbt10x	b012bf0100126			
SHS	3COM SUPERSTACK 2 HUB		0301/7WSV348C2F			
SHS	Acer PRISA SCANNER		9167524APA9140754BSS2000			
SHS	APC BACK UPS 650					
SHS	APC SMART UPS 700					
SHS	computer	Dell GX150	4yg4v01	2069	20071496	
SHS	computer	Dell GX150	byk2s01	2121	20071784	
SHS	computer	Dell GX150	77G2S01	2007	20071438	
SHS	computer	Dell GX150	C5G2S01	2068	20071493	
SHS	computer	Dell GX150	c6g2s01		20072344	113436
SHS	computer	Dell GX150	1VK2S01	2337	20072075	113672
SHS	computer	Dell GX150	17G2S01			113452
SHS	computer	Dell GX150	4VK2S01	2148	20071838	113551
SHS	computer	Dell GX150	9WK2S01	2143	20071845	113543
SHS	computer	Dell GX150	37G2S01	2057	20071773	
SHS	computer	Dell GX150	61G2S01	2151	20072339	113639
SHS	computer	Dell GX270	J9GYQ51	2104	20071753	124507
SHS	computer	Dell GX270	DYH7N51	2099	20072020	124381
SHS	computer	Dell GX270	BZH7N51	2095		124246
SHS	computer	Dell GX270	89GYQ51	2105	20071754	124506
SHS	computer	Dell GX270	37BK441	2144	20072133	
SHS	computer	Dell GX270	7YH7N51	2076	20072043	
SHS	computer	Dell GX270	5BNPP31		20072010	
SHS	computer	Dell GX270	G5C1N51	2252	20072389	
SHS	computer	Dell GX270	D9GYQ51	2111		124508
SHS	computer	Dell GX280	HL9X571			
SHS	computer	Dell GX280	CMFS661	5005	20070216	
SHS	computer	Dell GX60		2051	20071452	
SHS	computer	Dell GX60	HM77N51	2039	20071745	
SHS	computer	Dell GX60	7N77N51	2049	20071456	124391
SHS	EtherNETWORK HUB		MFGHPJLKTUJ			
SHS	GATEWAY 2000		3348433			
SHS	Gen Instruments SATELLITE RECVR	INNOVATION 650I	160039732			
SHS	HP plotter	Design Jet 450C	SG06C11090			101799

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Bldg.	Item	Model	Serial Number	WB UFSD	WB CSD	BOCES
SHS	laptop	Inspiron 8100	BMKNW01			
SHS	monitor	Dell E771MM	CN-05E532-47803-3C3-CYGV			
SHS	monitor	Dell E771MM	NO NUMBER			
SHS	monitor	Dell E771MM	CN-053532-47803-37D-CGCF			
SHS	monitor	Dell E771MM	CN-05E532-47803-485-C4YM			
SHS	monitor	Dell E771MM	CN-05E532-47803-485-C4JW			
SHS	monitor	Dell E771MM	CN-05E532-47803-47V-CUBW			
SHS	monitor	Dell E771MM	CN-05E532-47803-485-C48P			
SHS	monitor	Dell E771MM	CN-05E532-47803-485-C43Q			
SHS	monitor	Dell E771MM	CN-05E532-47803-485-C3X6			
SHS	monitor	Dell E771P	MX-0419TG-47801-17Q-B0NJ			
SHS	monitor	Dell E771P	MX-0419TG-47801-17N-H2NJ			
SHS	monitor	Dell E771P	MX-0419TG-47801-17Q-H0SC			
SHS	monitor	Dell E771P	MX-0419TG-47801-17N-HQQD			
SHS	monitor	Dell E771P	MX-0419TG-47801-17Q-H23B			
SHS	monitor	Dell E771P	MX-0419TG-47801-17Q-H23B			
SHS	monitor	Dell E771P	MX-0419TG-47801-17Q-H0NS			
SHS	monitor	Dell E771P	MX-0419TG-47801-17Q-H1RM			
SHS	monitor	Dell E771P	MX-0419TG-47801-17Q-H23Q			
SHS	monitor	Dell E771P	MX-0419TG-47801-17Q-H0NQ			
SHS	monitor	Dell E771P	MX-0419TG-47801-17N-H2P1			
SHS	monitor	Dell E772P	CN-04P121-47803-2BQ-L1K2			
SHS	monitor	Dell E772P	CN-04P121-47804-28G-LOLZ			
SHS	monitor	Dell E8771MM	CN-05E532-47803-485-C488			
SHS	monitor	Dell E8771MM	CN--05E532-47803-485-C328			
SHS	monitor	Dell E8771MM	CN-05E532-47803-485-C4JE			
SHS	monitor	Dell E8771MM	CN-05E532-47803-482-CB72			

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Bldg.	Item	Model	Serial Number	WB UFSD	WB CSD	BOCES
SHS	monitor	Dell E8771P	MX-0419TG-47801-17N-H2P8			
SHS	monitor	E173P	CN-0F5035-64180-474-2GMS			
SHS	monitor	M782	MY-08G157-47603-42G-BS4H			
SHS	monitor	M782	MY-80G157-47603-433-BC5R			
SHS	monitor	NONE	MX-QX5553-46634-56N-1PHP			
SHS	monitor	OPTIQUEST Q51	7.07014E+11			
SHS	PHILIPS CD-I		32424149			
SHS	PHILIPS CD-I		32424107			
SHS	PIONEER CD-LD PLAYER		3922135			
SHS	PIONEER LASER DISC		3917977			
SHS	PIONEER LASER DISC		3921806			
SHS	POWEREDGE	1600SC	3R5JF21			
SHS	printer	2300L	CNBBC13289		20072274	2189
SHS	printer	DESKJET880C	MY92G15003			
SHS	printer	HP OFFICEJET7130	SG32PV11NB			
SHS	printer	HP PHOTOSMART	MY98H2F2PR			
SHS	printer	I9900	SCAF48179			
SHS	printer	LASERJET2100	UFDD032433			
SHS	printer	LASERJET2100	UFDD032438	675		
SHS	printer	LASERJET2100TN	UFGW037220	411	20071855	
SHS	printer	LASERJET2300	CNBDF13295		20072224	
SHS	printer	PSC2175	MY38JS85KP			
SHS	Samsung VCR	VR5559	6DAK702875T/XAA			
SHS	Samsung VCR	VR8260	6BVT900223R			
SHS	Samsung VCR	VR8707	6RVH501815			
SHS	Samsung VCR	VR8803	61BDB00734			
SHS	Samsung VCR	VR8803	61BDB00749			
SHS	Samsung VCR	VR8807	6RAJ301601T/SEA			
SHS	Samsung VCR	VR8807	6RAH801796			
SHS	Samsung VCR	VR8807	6RAJ301568F/SEA			
TA	computer	Dell GX150	61b3s01	2748	20070483	113827
TA	computer	Dell GX150	84BS01	2640	20070767	113845
TA	computer	Dell GX150	24B3S01	2654	20070732	113857
TA	computer	Dell GX150	60B3S01	2649	20070448	138531
TA	computer	Dell GX150	HVK2S01	2168	20072353	113533

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Bldg.	Item	Model	Serial Number	WB UFSD	WB CSD	BOCES
TA	computer	Dell GX150	44B3S01	2679	20071354	113807
TA	computer	Dell GX270	D7FTP51	2780	20071319	124282
TA	computer	Dell GX270	J8NPP31	2779	20071320	
TA	computer	XM575	62RXQ	631	20071647	69790
TA	monitor	Dell E551	mx-0419tg-47801-17q-h0dj	none	none	113828
TA	monitor	Dell E771P	mx-0419tg-47801-17q-h0d2	none	none	113846
TA	monitor	Dell E771P	MX-0419TG-47801-17Q-H18P			138581
TA	monitor	Dell E771P	mx-0419TG-47801-17Q-HODJ			113828
TA	monitor	Dell E773MMC	CN-0XD042-64180-653-318E			
TA	printer	HP c4780	SNPRH-0801-1	none	none	none
TA	projector	INFOCUS LP500	AALN22090347			
TA	projector	NEC VT590	7600148ED		20100280	142303
TA	projector	UF55	B012BE2100684			
TA	projector	UF55	B012CC30A0184			
TA	projector	UF55	B012EE2000121			
TA	projector	UF55	B012BE3100574			

**#FA-2

RESOLVED: that the West Babylon Board of Education declares the following equipment, located in Shop #3, in the Junior High School, obsolete:

Two (2) Amaco Potter's Wheels - Serial Nos. 005174 and 005175

Walker Pug Mill Accessories - Serial No. 005171

This equipment is outdated and no longer functioning.

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - NOVEMBER 26, 2013

PERSONNEL

(R) Schedules: 13-A-3 Board of Education
 13-P-10 Professional Personnel
 13-C-10 Civil Service Personnel



BOARD OF EDUCATION SCHEDULE

I. Board of Education Schedule 13-A-3

- A. Chief Election Inspector

PROFESSIONAL PERSONNEL SCHEDULE

II. Professional Personnel Schedule 13-P-10

- A. Family Medical Leaves
- B. Leave of Absence Request
- C. Resignation
- D. Probationary Appointment
- E. Regular Substitute Appointment
- F. Salary Adjustment
- G. AEHS Appointments
- H. Fall, 2013 Student Teacher/Observer
- I. 2013-2014 Per Diem Substitutes

CIVIL SERVICE SCHEDULE

III. Civil Service Schedule 13-C-10

- A. Family Medical Leave
- B. Resignation
- C. 2013-2014 Per Diem Substitutes

SCHEDULE 13-A-3, BOARD OF EDUCATION SCHEDULE

WEST BABYLON UFSD

Date of Meeting: November 26, 2013

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NAME	SALARY	BEG/END APPT.	COMMENTS
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VI. Appointment of Election Inspector

Chief Election Inspector: Daly, Eileen	\$16./hr.	Annual Election 2013-2014	[repl. M. Canfora]
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SCHEDULE 13-P-10 Professional Personnel Schedule

Date of Meeting: November 26, 2013

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Valensisi, Valerie	Mathematics Tchr.	HS		10/8/13 -	Family Medical Leave
Lentricchia, Janet	Registered Nurse	HS		10/22/13 -	Family Medical Leave
Gavern, Elizabeth	Special Ed. Tchr.	HS		10/31/13 -	Family Medical Leave
Christiansen, Debra	Occupational Therapist Assistant	TA		11/15/13 -	Family Medical Leave
McMahon, Jessica	Elementary Tchr.	FA		11/18/13 - end of First Semester Second Semester, 2013-2014	Leave of Absence
DeLany, Nicole DeLany, Nicole	Per Diem Substitute Regular Substitute/ Mathematics Tchr.	HS HS		11/16/13 Second Semester, 2013-2014	Resignation Resignation [back to PEL]
McManus, Leila	FACS Tchr.	HS	Step A-5-1/ \$58,076.	11/27/13	Probationary Appt. [from Regular Sub.] [cert: Family & Consumer Science]
Nauronis, Melissa	Regular Substitute/ Mathematics Tchr.	HS	Step A-5-1/ \$58,076. (prorate)	Second Semester, 2013-2014 or earlier at district's discretion	[cert: Mathematics 7-12]

SCHEDULE 13-P-10 Professional Personnel Schedule

Date of Meeting: November 26, 2013

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Salary Adjustment:	FROM:	TO:	9/1/13
McCaslin, Craig	Step A-1-1/\$48,396.	Step A-3-1/\$53,236.	

Alternative Evening High School:		\$34.85/hr.	2013-2014
Powers, Brian	Special Education		
Shaffer, Donna	Special Education		

Student Teacher/Observer:			Fall, 2013
Smalling, Tyler	Music	HS	

Per Diem Substitutes:	DW	\$90./day	2013-2014	Certifications	
Frink, Nikki				Early Ch. Ed. B-2, Ch. Ed. 1-6	
McClernon, Timothy				ELA 7-12	
Pattilio, Tracey				Early Ch. Ed./SWD B-2, Ch. Ed./SWD 1-6	
Reyman, Nicholas				Mathematics 7-12	
Rowland, Ingrid				Ch. Ed. 1-6	
Saraceno, Christine				Music	
Scott, Erin				Physical Ed., Health Ed.	
Stigliano, Jean				Literacy B-6, Ch. Ed. 1-6, SWD 1-6	
White, Nicole	Per Diem Substitute (.4)	JH	\$36./day	11/27/13 - 6/30/14	Early Ch. Ed B-2, Ch. Ed. B-6 & 1-6, SWD B-2 & 1-6, Math 7-12

Registered Nurse Substitute:	DW	\$120./day	2013-2014	Certification
Shand, Krystin				Registered Professional Nurse

SCHEDULE 13-C-10 Civil Service Personnel Schedule

Date of Meeting: November 26, 2013

Page 4 of 4 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Roller, Toni	Senior Clerk Typist	Admin.		1/9/14 -	Family Medical Leave
Minghillo, Sonia	Paraprofessional (school teacher aide)	HS		12/10/13	Resignation
Per Diem Substitutes:		DW	\$9./hr.	2013-2014	
*Cabrera, Sarah					Food Service, Clerical, Paraprofessional
*Fischer, Patricia					Clerical, Paraprofessional
*Gelsomino, Viola					Paraprofessional
*Gibbs, Laurie					Food Service, Clerical, Paraprofessional
Minghillo, Sonia					Clerical

*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - NOVEMBER 26, 2013

POLICY

- A. Board Review-Minutes (Third Time Adoption) (File:2360)
- B. Board Review-Policy Development, Adoption, Implementation and Review
(Third Time Adoption) (File:2410)
- C. Board Review-New Board Member Orientation (Third Time Adoption) (File:2510)

MINUTES

2360

The Board of Education believes that open and accurate communication regarding its internal operations enhances the district's public relations program and provides a record of the district's progress towards its annual goals. Therefore, the Board will maintain a complete and accurate set of minutes of each meeting, in accordance with law.

The minutes of all official meetings of the Board shall be recorded and transcribed by the District Clerk and shall be maintained in her/his custody. Copies of the minutes are to be sent to each Board member together with a notice of time and place of the next regular meeting. Approved minutes shall be available on the district's website and provided upon request, or as otherwise directed by the Superintendent of Schools.

The contents of the Board minutes shall include all motions, proposals, resolutions, Board business and a summary of the Superintendent's Report, and any statement by members of the public.

The minutes shall clearly indicate any item which has been tabled for further action, along with the date on which action shall be resumed.

Printed copies of the minutes of every official meeting of the Board shall be made available, upon written request, within two weeks after the meeting. Printed minutes of executive sessions must be made available to the public within one week after the date of the executive session, if such minutes were taken. Minutes need only be kept of executive sessions where official actions took place. The Board may designate minutes as "draft" or "tentative" pending their final approval by the Board.

If a Board member is not present at the opening of a meeting, the subsequent arrival time of such member shall be indicated in the minutes.

Ref: Open Meetings Law, Public Officers Law §§100 et seq.
Freedom of Information Law, Public Officers Law §§84 et seq.
Education Law §2121

Replaces in whole or in part former policy BDDG

Adopted: 12/08/2009

POLICY DEVELOPMENT, ADOPTION, IMPLEMENTATION AND REVIEW

The Board of Education is responsible for adopting and assessing the effectiveness of the written policies by which the district is governed. The Board recognizes that written policies are essential to district governance in that they:

- Govern effectively and efficiently across time, situations, and individuals.
- Provide the foundation and guidance for administrative action.
- Publicize the federal, state, and local rules that govern the district.
- Help to evaluate progress by including measurable outcomes.

Development

The Board is committed to developing written policies which:

- Clearly define the district's goals and objectives and reflect the Board's vision.
- Define roles and responsibilities and identify who is responsible for what.
- Provide the Superintendent and district staff with clear guidance regarding expected district administration.
- Allow for flexibility that is needed for day-to-day operations.
- Include measurable outcomes.

Any member of the Board, district staff, students, parents, district taxpayers or other member of the public may identify policy issues. Such issues shall be identified to the Superintendent of Schools. The Superintendent shall be responsible for submitting policy issues to the Board for consideration and for keeping a record of all policy initiatives submitted to the Board.

Before acting on any proposed policy, the Board will assemble the relevant facts, receive recommendations from individuals and groups who will be affected by the policy, and discuss, debate and decide on the substance of the policy in open meeting. The Superintendent shall be responsible for identifying the individuals and groups who will be affected by the policy.

The Superintendent shall be responsible for preparing a written draft of all proposed policies. When reviewing the contents of a proposed policy, the Board will consider whether the proposed policy:

- Is within the scope of the Board's authority.
- Is consistent with state and federal law and the state and federal Constitutions.
- Supports the district's goals and objectives.
- Reflects good practice (e.g., educational, personnel, business, etc.).
- Is reasonable and not arbitrary or discriminatory.
- Adequately covers the subject.
- Is consistent with the Board's existing policies.
- Can be administered in a practical, cost effective manner.

Proposed new policies or suggested amendments should be presented as agenda items at regularly scheduled Board meetings in an established sequence that permits time for study, provides an opportunity for interested parties to react, and ensures an orderly and deliberate process. The three reading process of policy adoption is as follows:

- First Reading - Study and Information
- Second Reading - Discussion
- Third Reading - Action Item

Any action to adopt, amend, or rescind a policy statement requires a majority vote. Except for those policy actions which must be taken on emergency measures, adoption of Board policies should follow the established sequence.

Implementation

The Superintendent shall be responsible for implementing all policies adopted by the Board. This responsibility shall include: promulgating any necessary administrative regulations, ensuring that the policy is included in the board policy manual, and publicizing the policy as necessary to ensure that persons affected by the policy are aware of it.

The board policy manual shall be kept in the district office and made available to the public upon request. A copy of the board policy manual shall also be kept on the district website

Review

The Superintendent shall be responsible for informing the Board of any policies that are out-of-date or in need of revision. In addition, the Board Policy Committee will review the policy manual periodically, e.g., once every two years basis and will make recommendations to the full board regarding updates as necessary to ensure that the policies are consistent with board goals and district practices.

Ref: Education Law §1604, 1709, 1804 (powers and duties of board of education)

Replaces in whole or in part former policies BF, BFA, BFC, BFD, and BFG

Adopted: 12/08/2009

NEW BOARD MEMBER ORIENTATION

2510

The Board of Education and the administrative staff shall assist each new Board member-elect to become familiar with and to understand the Board's functions, policies and procedures, and the school district's operation before taking office. A variety of methods will be employed to orient new Board members-elect to their role.

1. Letter of Welcome – Invitation. The District Clerk shall send a letter of welcome to each Board member-elect. The letter shall include an invitation to the member-elect to attend Board meetings as a visitor. At the discretion of the Board, the member-elect shall be invited to attend executive sessions, also as a visitor.
2. Reports and Materials. Board members-elect shall be given selected materials covering the function of the Board and the school district, including (a) copies of key reports prepared during the previous year by school Board committees and/or the administration, (b) access to minutes of Board meetings of the previous year, (c) latest financial report of the district, and (d) any other materials which may be deemed helpful and informative.
3. Information for New Member. Each Board member-elect shall be invited to meet with the Superintendent of Schools and other administrative personnel to discuss the services that they perform for the school Board and the school district.
4. Tour of Plant. A complete and detailed tour of the various school plants with the administration and Board members may be conducted.
5. Conference Attendance. The new member-elect is required to attend NYSSBA's New Board Member Academy and Fiscal Oversight Workshop (either in person or online) and is encouraged to attend the New York State School Boards Association's, conferences, conventions, workshops, and meetings related to public education.

Adopted: 12/08/2009

Replaces in whole or in part former policies BHA and BHA-R