

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – FEBRUARY 11, 2014

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]

**A. West Babylon Junior High School Presentation: “The Bully Proof Club”
Mr. Scott Payne, Principal; Mrs. Jennifer Carere, Assistant Principal**

**Volunteer Advisors: Mrs. Heidi Birr, 6th Grade Social Studies Teacher
Mrs. Cassandra Madurka, Social Worker**

**The Butterfly Project: Miss Isabella Alvino - Grade 6
Miss Jamie Cozzi - Grade 6**

**The Bully Proof Club Representatives: Miss Samantha Feldstein – Grade 7
Miss Bryanna Sheppard – Grade 7
The Bully Proof Club Members**

**B. Public Hearing (7:00 PM) : Discussion of the Veterans Exemption – Real Property
Tax Law Section 458-a**

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

3. Approval of minutes of previous meeting(s):
Regular Meeting: January 28, 2014
Special Meeting: February 4, 2014
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:
School Aid Specialists: Review of State Aid
Mr. Anthony Cashera and Mr. Brian Shea

12. Business Agenda [****Consent Agenda Items**]
 - A. **BOARD OF EDUCATION**
 - ** (R) Approval of Massapequa Union Free School District to provide Health Services to West Babylon School District Resident Students during the 2013-2014 School Year (Res. #BE-1)
 - ** (R) Notice of Claim (Res. #BE-2)
 - ** (R) Notice of Annual Meeting (Res. #BE-3)

 - B. **PERSONNEL**
 - ** (R) 13-P-14 Professional Personnel
 - ** (R) 13-C-14 Civil Service Personnel (Res. #PE-1)

 - C. **FINANCE**
 - ** (R) Budget Transfer (Res. #FI-1)

13. Policy Review:
 - A. Board Review-Evaluation of Staff-Not Covered by 3012c of Education Law
(Third Time Adoption) (File:9420)
 - B. Board Review-Building Principal and Classroom Teacher Evaluation
(Third Time Adoption) (File:9420.1)

14. Board of Education Committee Reports: **Curriculum Committee**

15. Old Business: **Discussion of Parent/Athlete Meetings**

16. New Business:
 - A. **Presentation of 2014-2015 Budget Draft No. 1 with Administrative Recommendations**
Mr. Anthony Cacciola, Superintendent
Mrs. Jennifer Buscemi, Executive Director for Finance & Operations

 - B. **Presentation of 2014-2015 Anticipated Revenues**
Mrs. Jennifer Buscemi, Executive Director for Finance & Operations

 - C. **Operations Committee: School Lunch Financial Solvency**

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 |
|--------------------|-------------------------|---|
| January 28, 2014 | Cost of Metal Detectors | Mr. Cacciola said he would request a quote from Intralogic for further consideration. |
| January 14, 2014 | ----- | ----- |
| December 10, 2013 | ----- | ----- |
| November 26, 2013 | ----- | ----- |
| 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 | ----- | ----- |

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WEST BABYLON, NEW YORK
REGULAR MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
TUESDAY – FEBRUARY 11, 2014
RESOLUTIONS

BOARD OF EDUCATION

****#BE-1**

RESOLVED: that the West Babylon Board of Education approves the following school district to provide health services to West Babylon School District resident students during the 2013-2014 school year:

Massapequa Union Free School District

****#BE-2**

WHEREAS, a Notice of Claim, dated January 21, 2014, was filed against the District by the New York State United Teachers Association on behalf of a staff member (the “claim”); and

WHEREAS, there exists uncertainty with respect to the outcome of the claim; and

WHEREAS, the cost associated with defending such claim would greatly exceed the cost associated with the claim; and

NOW, THE REFORE, BE IT RESOLVED, that the Board of Education directs the business office to pay \$3,223.44 to satisfy the claim.

****#BE-3**

RESOLVED: that the annual school election of the West Babylon Union Free School District, Town of Babylon, Suffolk County, New York, shall be held on Tuesday, May 20, 2014, from 7:00 A.M. to 9:00 P.M. in the two designated election districts in said school district for the purposes set forth in the Notice of Annual Meeting.

RESOLVED: that the Notice of Annual Meeting be published four times during the seven weeks preceding and beginning 45 days prior to the meeting in the *Babylon Beacon* and *South Bay Newspaper*, two newspapers having general circulation in the district.

RESOLVED: that Diane Klein is designated as permanent chairperson of election in accordance with Section 2026 of the Education Law.

PERSONNEL

****#PE-1**

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

| | |
|----------------|-------------------------|
| <u>13-P-14</u> | Professional Personnel |
| <u>13-C-14</u> | Civil Service Personnel |

FINANCE

***#FI-1

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

| <i>ACCOUNT CODE</i> | <i>ACCOUNT CODE DESCRIPTION & TRANSFER EXPLANATION</i> | <i>FROM</i> | <i>TO</i> |
|---------------------|--|-------------|-------------|
| A2250.4700 | Special Education Tuition | \$29,000.00 | |
| A2250.4490 | Special Education Professional Services | | \$29,000.00 |
| | Increased Costs for homebound student | | |

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - FEBRUARY 11, 2014

PERSONNEL

(R) Schedules: 13-P-14 Professional Personnel
 13-C-14 Civil Service Personnel



PROFESSIONAL PERSONNEL SCHEDULE

I. Professional Personnel Schedule 13-P-14

- A. Retirement
- B. Resignation
- C. S.A.T. Proctors
- D. Spring, 2014 Student Teachers/Observers

CIVIL SERVICE PERSONNEL SCHEDULE

II. Civil Service Personnel Schedule 13-C-14

- A. Family Medical Leave
- B. Resignations
- C. Prior Service Credit
- D. 2013-2014 Per Diem Substitutes

SCHEDULE 13-P-14 Professional Personnel Schedule
 Date of Meeting: February 11, 2014
 Page 1 of 2 pages.

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

| | | | | | |
|-------------------|------------------------------|--------|--|---------|-----------------------|
| Cacciola, Anthony | Superintendent of Schools | Admin. | | 1/10/15 | Resignation to Retire |
|-------------------|------------------------------|--------|--|---------|-----------------------|

| | | | | | |
|----------------|---|----|--|----------|-------------|
| Powers, Daniel | PT/Special Ed. Tchr.(.2) / Per Diem Sub. Tchr.(.8) | JH | | 12/20/13 | Resignation |
|----------------|---|----|--|----------|-------------|

S.A.T. Proctors:

\$22.30/hr. 1/25/14

| | | | | | |
|-------------------------|-----------------|--|--|--|-----------|
| Iaquinto, Christine | | | | | 4.75 hrs. |
| Shaffer, Donna | | | | | 5 hrs. |
| Simone, Linda | | | | | 5 hrs. |
| Powers, Brian | | | | | 5.5 hrs. |
| Amaya-Velasquez, Idalia | | | | | 6 hrs. |
| Borgo, Danielle | | | | | 6 hrs. |
| Heaton, Bryan | | | | | 6 hrs. |
| Heaton, Elise | | | | | 6 hrs. |
| Kohler, Amy | | | | | 6 hrs. |
| McArdle, Patrick | | | | | 6 hrs. |
| McGrath, Donna | | | | | 6 hrs. |
| Mucaria, Donna | | | | | 6 hrs. |
| Ruiz, Lawrence | | | | | 6 hrs. |
| Montalvo, Andrea | | | | | 9 hrs. |
| Montalvo, Christina | Test Supervisor | | | | 9 hrs. |

Student Teachers/Observers:

Spring, 2014

| | | |
|---------------------|------------|----|
| Meserole, Elizabeth | Elementary | TA |
| Palmer, Maria | Elementary | JK |

SCHEDULE 13-C-14 Civil Service Personnel Schedule

Date of Meeting: February 11, 2014

Page 2 of 2 pages.

| NAME | POSITION | SCHOOL/ AREA | STEP/ SALARY | BEG/END APPT. | COMMENTS |
|-------------------------------------|--------------------------------------|-----------------|-----------------------------------|------------------|---|
| McNeil, Kelly | Clerk Typist | TA | | 1/6/14 - | Family Medical Leave |
| Cascone, Denise | Food Service Wrkr. 'B' | JK | | 1/27/14 | Resignation |
| Kilbridge, Jacqueline | Paraprofessional (school monitor) | TA | | 2/3/14 | Resignation |
| Tomeo, Jesse | Auto Mechanic II | Trans. | Step 2/ \$42,238. (prorate) | 7/9/13 | Prior Service Credit [experience verified] |
| <u>Per Diem Substitutes:</u> | | DW | \$9./hr. | 2013-2014 | Clerical |
| Glennon, Josephine | | | | | |
| Rhatigan, Marion | | | | | |

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - FEBRUARY 11, 2014

POLICY

- A. Board Review-Evaluation of Staff-Not Covered by 3012c of Education Law
(Third Time Adoption) (File:9420)
- B. Board Review-Building Principal and Classroom Teacher Evaluation
(Third Time Adoption) (File:9420.1)

**EVALUATION OF STAFF
(NOT COVERED BY 3012-c OF EDUCATION LAW)**

The Board of Education believes that the regular, rigorous and meaningful evaluation of all staff is necessary to continuously improve the achievement of students and the operation of the district. To this end, the Superintendent of Schools shall be responsible for ensuring that all district employees are evaluated annually and receive appropriate levels of support based upon that evaluation, if necessary, to improve their skills.

Administrators

All administrators, other than building principals who are covered by policy 9240.1, shall be evaluated annually by the Superintendent (or his/her designee) in accordance with this policy, applicable state law, regulation and collective bargaining agreements.

Professional Employees (not covered by 3012-c)

All professional employees (non-classroom teachers providing instructional services or pupil personnel services, counselors, school psychologists and social workers) shall be evaluated annually in accordance with state law and regulation, as well as any applicable collective bargaining agreement and the district's Part 100.2(o) Professional Performance Review Plan. The plan shall include the required regulatory elements such as: (a) criteria for evaluating teachers and other professional employees, (b) assessment methods, (c) how quality rating categories/criteria will be used to differentiate professional development, compensation and promotion; (d) how timely and constructive feedback from evaluations will be provided; (e) plans to improve teacher performance for those rated ineffective, and; (f) training for evaluators.

The Superintendent (or his/her designee) shall collaborate with teachers, pupil personnel professionals, administrators and parents in developing the plan, which may be a multi-year plan. The Superintendent (or his/her designee) shall be responsible for selecting those individuals with whom he or she will collaborate in the development of the plan. The Superintendent (or his/her designee) shall meet with a group of such individuals at least once each year to determine if changes are necessary after its initial adoption.

The Superintendent shall submit the district's Professional Performance Review Plan, with any recommended changes, to the Board. At that meeting, the Board may request that the Superintendent reconsider or reexamine certain aspects of the plan, in which case, the Superintendent will resubmit the plan to the Board.

Support Staff

Support staff (those staff not required to be evaluated under the Professional Performance Review Plan) shall be evaluated annually in accordance with any applicable collective bargaining agreement and this policy.

Training

The Superintendent shall ensure that all staff that are required to evaluate other staff are provided appropriate and sufficient training in assessment and evaluation, in accordance with state law and regulation.

Cross-ref: 9160, Personnel Records
9420.1, Building Principal and Classroom Teacher Evaluation

9700, Staff Development

Ref: Education Law §3012-c
8 NYCRR § 100.2(o) (Professional Performance Review Plans)

Adoption date:

BUILDING PRINCIPAL AND CLASSROOM TEACHER EVALUATION

In accordance with state law and regulation, it is the goal of the Board of Education to have a high quality evaluation program for staff including building principals and classroom teachers which results in an effective teacher in every classroom and an effective leader in every building in the district. In order to achieve that goal, the Superintendent of Schools shall be responsible for ensuring that building principals and classroom teachers are evaluated annually, in accordance with state law and regulation. Evaluations will be a significant factor in employment decisions, including, but not limited to, promotion, retention, tenure determination, termination and supplemental compensation.

Annual Professional Performance Review Plan

The district will submit the required annual professional performance review plan to the State Education Department in a timely manner, in conformance with state law, Regents Rules and Commissioner's Regulations. The Superintendent will provide periodic reports to the Board of Education on the progress of negotiations regarding the negotiable parts of the plan, salient information about the preparation of the plan, present the plan for Board approval and apprise the Board when the plan has been approved by the State.

The plan shall include a description of the required elements, including the following:

- (a) the process for transmitting accurate data to the State Education Department,
- (b) scoring methods that ensures the integrity of the testing process,
- (c) how quality rating categories/criteria will be used to differentiate professional development, compensation and promotion;
- (d) how timely and constructive feedback from evaluations will be provided;
- (e) plans to improve teacher performance for those rated ineffective, and
- (f) training for evaluators.

Once the district has received approval of the plan by the State Education Department, the plan will be posted on the district's website within 10 days, or by September 10th, whichever is later.

Classroom Teachers and Principals (covered by Education Law §3012-c)

Classroom teachers and buildings principals will receive a composite performance rating as part of the annual professional performance review, in accordance with state law, by September 1st (or the date in which all subcomponents are available) of the following school year. The composite performance rating will fall into one of four categories: highly effective; effective; developing and ineffective. This composite rating will be made up of multiple measures of effectiveness and will include student performance on state and local tests, in accordance with the terms of the annual professional performance review plan.

Teacher and Principal Improvement Plans

When a teacher or principal is rated as developing or ineffective as a result of the annual performance review, the Superintendent or his/her designee must formulate and commence an improvement plan (TIP/PIP). The improvement plan will be developed in accordance with negotiated agreements, but must be in place no later than 10 school days from the opening of classes in the school year following the school year for which the performance was rated. The TIPS/PIPS process is outlined in the annual professional performance review plan.

Appeals

For classroom teachers and principals, an appeal of an evaluation may be commenced once the composite evaluation score has been received. The right to appeal and the process of the appeal is prescribed by the annual professional performance review plan.

Training

The Superintendent shall ensure that all staff that are required to evaluate other staff are provided appropriate and sufficient training in assessment and evaluation, in accordance with state law and regulation.

Reporting and Public Disclosure

In accordance with state law, the district will make aggregate information from the classroom teacher and building principal annual professional performance system available on the district website. This summary information will not include personally identifiable data.

Upon request from a parent or legal guardian, the district will provide the final quality rating and composite effectiveness score for each of the classroom teachers and for the building principal to which the student is assigned. The district will take reasonable steps to review the request to verify that the parent/guardian is entitled to the information. The Superintendent will develop procedures to implement this provision of the policy.

Cross-ref: 9140.1, Employee Complaints and Grievances
9420, Staff Evaluation
9160, Personnel Records
9700, Staff Development

Ref: Education Law §3012-c
8 NYCRR Subpart 30-2
8 NYCRR § 100.2(o)(2) (Professional Performance Review Plans)
Guidance on New York State's Annual Professional Performance Review for Teachers and Principals to Implement Education law §3012-c and the Commissioner's Regulations, Updated, August 30, 2013

Adoption date: