

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK
REGULAR MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
WEDNESDAY – JANUARY 14, 2015

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]

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

3. Approval of minutes of previous meeting(s):
Regular Meeting: December 9, 2014
Special Meeting: January 6, 2015
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) Approval of the West Islip Union Free School District to provide Special Education and Health Services to West Babylon School District Resident Students for the 2014-2015 School Year (Res. #BE-1)
 - ** (R) Approval of Service Agreement with Metro Therapy, Inc. to provide Therapy Services to West Babylon School District Resident Students during the 2014-2015 School Year (Res. #BE-2)
 - ** (R) Approval of Service Agreement with Out East Therapy of New York to provide Licensed Personnel (Therapists, Registered Nurses and/or Practical Nurses) Services to West Babylon School District Resident Students during the 2014-2015 School Year (Res. #BE-3)
 - ** (R) Approval of Contract for The Daytop Preparatory School to provide Academic Services to West Babylon School District Resident Students during the 2014-2015 School Year (Res. #BE-4)

12. Business Agenda [****Consent Agenda Items**] - Continued
 - A. **BOARD OF EDUCATION**
 - ** (R) Correction to Resolution #BE-6 (12/9/14 BOE Agenda) - Approval and Ratification of the Memorandum of Agreement between the West Babylon Union Free School District and the CSEA West Babylon Para-Professional Unit (Res. #BE-5)
 - ** (R) Authorization for the Board President and the Superintendent of Schools to Sign an Employment Agreement with the Senior High School Interim Assistant Principal (Res. #BE-6)
 - ** (R) Approval and Ratification of the Memorandum of Agreement between the West Babylon Union Free School District and the West Babylon Administrators Association (Res. #BE-7)
 - B. **PERSONNEL**
 - ** (R) 14-P-12 Professional Personnel
 - ** (R) 14-C-12 Civil Service Personnel (Res. #PE-1)
 - C. **FINANCE**
 - ** (R) Budget Transfers (Res. #FI-1 through Res. #FI-3)
 - ** (R) Approval of November, 2014 Treasurer's Report (Res. #FI-4)
 - D. **CURRICULUM**
 - ** (R) Acceptance of Donation (Res. #CU-1)
 - ** (R) Adoption of Junior High School Spanish I Textbook (Res. #CU-2)
 - E. **FACILITIES**
 - ** (R) Declaration of Obsolete Equipment (Res. #FA-1)
13. Policy Review:
 - A. Board Review-Management Team (First Time Reading) (File:3210)
 - B. Board Review-Executive Director for Curriculum and *Instruction* [Student Services] (First Time Reading) (File:3210-E.1)
 - C. Board Review-[Assistant Superintendent] *Executive Director* for Human Resources (First Time Reading) (File:3210-E.2)
 - D. Board Review-Organization Chart (First Time Reading) (File:3220)
 - E. Board Review-Interscholastic Athletics (Second Time Discussion) (File:5280)
14. Board of Education Committee Reports
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.]

Please Note:



District Capital Project Bond Vote -- Tuesday, January 13, 2015 -- 7:00 A.M. to 9:00 P.M.
(Administration Building and Santapogue School)

*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
December 9, 2014	-----	-----
November 25, 2014	-----	-----
November 12, 2014	-----	-----
October 28, 2014	-----	-----
October 14, 2014	-----	-----
September 23, 2014	Why wasn't Senator Boyle's money used for turf fields?	Senator Boyle earmarked the money (\$125,000) for the restoration of clubs and sports.
September 8, 2014	-----	-----
August 26, 2014	-----	-----
August 12, 2014	-----	-----
July 22, 2014	-----	-----
July 8, 2014	-----	-----
June 24, 2014	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK
REGULAR MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
WEDNESDAY – JANUARY 14, 2015
RESOLUTIONS

BOARD OF EDUCATION

****#BE-1**

RESOLVED: that the West Babylon Board of Education approves the following school district to provide special education and health services to West Babylon School District resident students during the 2014-2015 school year:

West Islip Union Free School District

****#BE-2**

RESOLVED: that the West Babylon Board of Education approves the following service agreement to provide therapy services to West Babylon School District resident students during the 2014-2015 school year:

Metro Therapy, Inc.

****#BE-3**

RESOLVED: that the West Babylon Board of Education approves the following service agreement to provide licensed therapists, registered nurses and/or licensed practical nurses services, on an as needed basis, to West Babylon School District resident students during the 2014-2015 school year:

Out East Therapy of New York

****#BE-4**

RESOLVED: that the West Babylon Board of Education approves the signing of the contract between The Daytop Preparatory School and the West Babylon Union Free School District to provide academic services to West Babylon School District resident students during the 2014-2015 school year.

****#BE-5**

RESOLVED: that the Board of Education of the West Babylon Union Free School District hereby approves and ratifies a Memorandum of Agreement, dated November 26, 2014, with the West Babylon Para-Professional Unit, of the Civil Service Employees' Association.

BE IT FURTHER RESOLVED: that the West Babylon Board of Education authorizes the Board President and the Superintendent of Schools to execute the formal Collective Bargaining Agreement for July 1, 2014 through June 30, 2017, consistent with the terms of the Memorandum of Agreement.

****#BE-6**

RESOLVED: that the West Babylon Board of Education authorizes the Board President and the Superintendent of Schools to sign an Employment Agreement with Mr. Thomas Colletti, Senior High School Interim Assistant Principal, for the period January 16, 2015 through June 30, 2015.

****#BE-7**

RESOLVED: that the Board of Education of the West Babylon Union Free School District hereby approves and ratifies a Memorandum of Agreement, dated January 7, 2015, with the West Babylon Administrators Association.

BE IT FURTHER RESOLVED: that the West Babylon Board of Education authorizes the Board President and the Superintendent of Schools to execute the formal Collective Bargaining Agreement for July 1, 2014 through June 30, 2017, consistent with the terms of the Memorandum of Agreement.

PERSONNEL

**#PE-1

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

<u>14-P-12</u>	Professional Personnel
<u>14-C-12</u>	Civil Service Personnel

FINANCE

***FI-1

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

<i>ACCOUNT CODE</i>	<i>ACCOUNT CODE DESCRIPTION & TRANSFER EXPLANATION</i>	<i>FROM</i>	<i>TO</i>
A2250.4700	Special Education Tuition	\$55,000.00	
A2250.4490	Special Education Professional Services		\$55,000.00
	Special Education Program for Resident Students		

***FI-2

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

<i>ACCOUNT CODE</i>	<i>ACCOUNT CODE DESCRIPTION & TRANSFER EXPLANATION</i>	<i>FROM</i>	<i>TO</i>
A2110.1310	Salary Adjustments & New Hires	\$95,442.20	
A2110.1200	Teacher Salaries K-6		\$17,556.00
A2110.1300	Teacher Salaries 7-12		\$24,759.60
A2250.1500	Special Education Salaries		\$27,135.00
A2270.1200	Reading Teachers K-5		\$ 8,534.00
A2270.1300	Reading Teachers 6-12		\$ 2,682.00
A2610.1500	Librarians K-12		\$ 3,170.00
A2810.1500	Guidance Counselors' Salaries		\$ 5,364.00
A2820.1500	Psychologists' Salaries		\$ 6,241.60
	2014/2015 Salary Adjustments		

***FI-3

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

<i>ACCOUNT CODE</i>	<i>ACCOUNT CODE DESCRIPTION & TRANSFER EXPLANATION</i>	<i>FROM</i>	<i>TO</i>
A2250.1500	Special Education Salaries	\$77,232.00	
A2010.1500	Executive Director for Curriculum & Instruction Salary		\$77,232.00
	Re-classify Executive Director for Curriculum & Instruction Salary to Correct Code		

**#FI-4

RESOLVED: that the West Babylon Board of Education approves the Treasurer's Report for the month of November, 2014.

CURRICULUM

**#CU-1

RESOLVED: that the West Babylon Board of Education gratefully accepts the following donation, to the Junior High School Music Department, from Mr. & Mrs. John Murray and family:

One (1) Cecelio 1/2 size Cello, Serial No. 50049

**#CU-2

RESOLVED: that the textbook titled "Santillana Espanol 1" by Miguel Santana, Lori Langer de Ramirez, Eduardo Galan, et al., copyright 2011, is approved for adoption, by the West Babylon Board of Education, for use in the Spanish 1 course – Grade 8, effective September 2015.

FACILITIES

****#FA-1**

RESOLVED: that the West Babylon Board of Education declares the following equipment, located in the Senior High School Art Department, obsolete:

Two (2) Commercial 200 Drymount Presses
Serial Nos. 001385/001386

One (1) HP Scanner #5530 Photosmart
HP Serial No. CN389S70P3

The equipment is broken and beyond repair.

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - WEDNESDAY - JANUARY 14, 2015

PERSONNEL

(R) Schedules: 14-P-12 Professional Personnel
 14-C-12 Civil Service Personnel



PROFESSIONAL PERSONNEL SCHEDULE

I. Professional Personnel Schedule 14-P-12

- A. Family Medical Leaves
- B. Leave of Absence Request
- C. Resignation
- D. Interim Asst. Principal/HS
- E. Regular Substitute Appointment
- F. LOA Returnees
- G. S.A.T./A.C.T. Proctors
- H. Spring, 2015 Student Teachers/Observers/Intern
- I. 2014-2015 Per Diem Substitutes

CIVIL SERVICE PERSONNEL SCHEDULE

II. Civil Service Personnel Schedule 14-C-12

- A. Family Medical Leave
- B. Leave of Absence Request
- C. Retirement/Resignation
- D. LOA Returnees
- E. Priority List Recalls
- F. Probationary Appointments
- G. Paraprofessional Additional Hours
- H. 2014-2015 Per Diem Substitutes

SCHEDULE 14-P-12 Professional Personnel Schedule

Date of Meeting: January 14, 2015

Page 1 of 6 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Speroni, Michael	Mathematics Tchr.	HS		11/17/14 -	Family Medical Leave
Mahon, Joanne Susan	Elementary Tchr.	SA		11/25/14 -	Family Medical Leave
Shaffer, Donna	Special Ed. Tchr.	HS		12/3/14 -	Family Medical Leave
Nocerino, Stephanie	Coord./K-12 Student Data & Instr. Technology	DW		12/5/14 -	Family Medical Leave
Granieri, Lisa	Reading Tchr.	TA		1/5/15 -	Family Medical Leave
DeGennaro, Lisa	Elementary Tchr.	JK		1/7/15 -	Family Medical Leave
Dorsey, Katie	Physical Ed/Health Tchr.	HS		1/21/15 -	Family Medical Leave
Mostransky, Elissa	Reading Tchr.	SB		12/15/14 - end of First Semester Second Semester, 2014-15	Leave of Absence "
Kaufold, Robert	Interim Asst. Principal	HS		12/20/14	Resignation
Colletti, Thomas	Interim Asst. Principal	HS	\$480./day	1/16/15 - 6/30/15	

SCHEDULE 14-P-12 Professional Personnel Schedule

Date of Meeting: January 14, 2015

Page 2 of 6 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Stuart, Patricia	Regular Substitute/ Reading Tchr.	SB	Step A-7-1/ \$63,631. (prorate)	Second Semester, 2014-15 or earlier at district's discretion	
DiPreta, Jillian	Elementary Tchr.	JK		Second Semester, 2014-15	Returning from LOA
Delaney, Wendy	Special Ed. Tchr.	JH		Second Semester, 2014-15	Returning from LOA

S.A.T. Proctors:

			\$22.47/hr.	12/6/14	
Simone, Linda					5.5 hrs.
Amaya, Idalia					6 hrs.
Borgo, Danielle					6 hrs.
Fealey, Miranda					6 hrs.
Heaton, Bryan					6 hrs.
Heaton, Elise					6 hrs.
Iaquinto, Christine					6 hrs.
Kelly, Barbara					6 hrs.
McArdle, Patrick					6 hrs.
McGrath, Donna					6 hrs.
Mucaria, Donna					6 hrs.
Ruiz, Lawrence					6 hrs.
Powers, Brian					6 hrs.
Powers, Daniel					6.5 hrs.
Montalvo, Andrea					6.5 hrs.
Montalvo, Christina	Test Supervisor				9 hrs.
					9 hrs.

A.C.T. Proctors:

			\$22.47/hr.	12/13/14	
Ruiz, Lawrence					5.5 hrs.
Amaya, Idalia					6 hrs.
Hickey, Susan					6 hrs.
Iaquinto, Christine					6 hrs.
McArdle, Patrick					6 hrs.
Powers, Joseph					6 hrs.
Dombo, Stephen					6 hrs.
Satriano, Paul	Test Supervisor				8.5 hrs.
					8.5 hrs.

SCHEDULE 14-P-12 Professional Personnel Schedule

Date of Meeting: January 14, 2015

Page 3 of 6 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Student Teachers/Observers:

Spring, 2015

Casesi, Theresa	Mathematics	JH			
Innamorato, Julia	Occupational Therapy	SB/SA			
Keating, Francis	Mathematics	HS			
Luxenberg, Jennifer	ESL	JH			
Vallone, Joseph	Physical Education	SA/HS			

Food Service Intern:

Spring, 2015

*Morando, Alyssa	Dietician	DW/BO			
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Per Diem Substitutes:

DW \$90./day 2014-2015

Avanzi, Vincenza					[Italian 1-6 & 7-12]
Levesque, Nicole					[certs: 7-12 Math, 7-12 SWD Math]
Torres, Nicole					[cert: Physical Education]

Per Diem Substitute: School Social Worker

DW \$279.77/day 2014-2015

Sorbie, Connie					[5+ consecutive days] [cert: School Social Worker]
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*Emergency Conditional Appointment

SCHEDULE 14-C-12 Civil Service Personnel Schedule

Date of Meeting: January 14, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Cassano, Laura	Cook	SA		11/24/14 -	Family Medical Leave
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Gaudio, Kerri	Paraprofessional (school teacher aide)	SA		1/5/15 - 1/30/15	Leave of Absence
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Sirel, Marie	School Bus Driver	Trans.		12/31/14	Resignation to Retire
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Leddy, Toby	Paraprofessional (school monitor)	SB		1/2/15	Resignation
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Dooley, Laura	Paraprofessional (special ed. aide)	SB		1/5/15	Returned from LOA
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Benitez, Cristobal	School Bus Driver	Trans.		1/6/15	Returned from LOA
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Pastore, Terri	Clerk Typist	HS	Step 1/ \$30,232. (prorate)	1/20/15	Probationary Appt. C.S. List of Eligibles #13-0021-023
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The following two Probationary Paraprofessionals are being recalled from the Priority List:

Gernavage, Eileen	Paraprofessional (special ed. aide)	JH	Step 2/ \$14.16/hr.	1/15/15	
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Pisano, Anna	Paraprofessional (special ed. aide)	FA	Step 2/ \$14.16/hr.	1/15/15	
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Gibbs, Laurie	Paraprofessional (special ed. aide) (school teacher aide)	TA	Step 1/ \$13.50/hr.	1/15/15	Probationary Appt. 2 hrs./day 30 min./day-library
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Familia, Eileen	Paraprofessional (school monitor)	FA	Step 1/ \$13.50/hr.	1/15/15	Probationary Appt.
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Celentano, Daniel	Paraprofessional (special ed. aide)	TA	Step 1/ \$13.50/hr.	1/15/15	Probationary Appt.
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SCHEDULE 14-C-12 Civil Service Personnel Schedule

Date of Meeting: January 14, 2015

Page 5 of 6 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Lilly, Carolyn	Paraprofessional (school teacher aide)	JK	Step 3/ \$14.43/hr.	1/15/15	Library [30 min./day-add'l. hrs.]
Keller, Jennifer	Paraprofessional (school teacher aide)	SA	Step 4/ \$15.50/hr.	1/15/15	RN's Office [50 min./day-add'l. hrs.]
Keller, Jennifer	Paraprofessional (school teacher aide)	SA	Step 4/ \$15.50/hr.	1/15/15	Library [30 min./day-add'l. hrs.]
Lerro, Lenora	Paraprofessional (school monitor)	SA	Step 4/ \$14.65/hr.	1/15/15	Student AM Arrivals [1 hr./day-add'l hrs.]
Scotti, Kelly	Paraprofessional (school teacher aide)	SB	Step 4/ \$16.35/hr.	1/15/15	Library [75 min./day/2 days/week-add'l. hrs.]
Cappellini, Rosemary	Paraprofessional (school teacher aide)	SB	Step 2/ \$14.16/hr.	1/15/15	RN's Office [40 min./day-add'l. hrs.]
Brigandi, Darlene	Paraprofessional (school teacher aide)	TA	Step 4/ \$14.65/hr.	1/15/15	RN's Office [50 min./day-add'l. hrs.]

SCHEDULE 14-C-12 Civil Service Personnel Schedule

Date of Meeting: January 14, 2015

Page 6 of 6 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Per Diem Substitutes:

		DW	\$9./hr.	2014 - 2015	
*Guevara, Evelyn					Clerical/Paraprofessional/Food Service
*Bonilla, Daisy					Paraprofessional/Food Service
*Romano, Marie					"
*Vasquez, Jaclyn					"
*Weir, Judith					Clerical/Paraprofessional
Colligan, Christine					Paraprofessional

Per Diem Substitute:

*Hart, James		DW	\$10./hr.	2014 - 2015	Custodian
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*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - WEDNESDAY - JANUARY 14, 2015

POLICY

- A.** Board Review-Management Team (First Time Reading) (File:3210)
- B.** Board Review-Executive Director for Curriculum and *Instruction* [Student Services] (First Time Reading) (File:3210-E.1)
- C.** Board Review-[Assistant Superintendent] *Executive Director* for Human Resources (First Time Reading) (File:3210-E.2)
- D.** Board Review-Organization Chart (First Time Reading) (File:3220)
- E.** Board Review-Interscholastic Athletics (Second Time Discussion) (File:5280)

Management Team

3210

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

Cross Reference: File: 3220 – Organization Chart
 File: 1400 – Public Complaints

Adopted: 9/14/92
Revised: 4/26/93
Revised: 10/27/97
Revised: 2/5/07
Revised: 3/31/08
Revised: 9/28/10
Revised: 6/24/14

Executive Director for Curriculum and [Student Services] *Instruction***3210-E1**

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

1. **Administrative Responsibilities**

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

Report Card data, the annual Similar Schools Report, and any other tasks which the Superintendent identifies.

- (n) To oversee [the athletics responsibilities undertaken by the Director of Health, Athletics and Physical Education and] the technology responsibilities undertaken by the Coordinator of K-12 Student Data and Instructional Technology.
- (o) *Responsible for the preparation, submission and utilization of federal and state grant funding.*
- (p) To assist the Superintendent in the supervision of principals, directors and district-wide coordinators.

2. **Instructional Responsibilities**

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

3. **Responsibilities Involving Materials**

- (a) Through professional and lay committee action, to assist in the writing of courses of study and curriculum guides that are consistent with Board of Education expectations and are current, appropriate and aligned with State Education Department requirements.

- (b) To encourage research, and to make available the findings of educational research.
- (c) To evaluate and recommend texts and other printed materials.
- (d) To serve as liaison to the district's public relations firm.

4. **Responsibilities Involving Community Relations**

- (a) To interpret educational programs and curriculum for the general public.
- (b) To counsel and advise on educational problems.
- (c) To promote school use of community resources.
- [(d) To serve as chairperson of the Good Scholarship Association.]

5. **Personal Responsibilities**

- (a) To promote those qualities which foster the dignity of students and employees in every respect.
- (b) To continue to grow professionally.
- (c) To believe in and work in behalf of the young people of our community.

6. **General**

- a) *Regularly attends and participates in Board of Education meetings, Budget Workshops, etc.*
- b) *Serves as a member of the SMC, SMT, and SQRC.*
- c) *Serves as a hearing officer when designated by the Superintendent.*
- d) *Member of the Labor Management Council which meets to resolve employee related issues,*
- e) *Contributes to budget development, particularly pertaining to textbooks and material supply codes and BOCES allocations involving curriculum and instruction.*
- f) *Accepts other assignments from the Superintendent of Schools.*

Adopted: Unknown
Revised: 06/08/98
Revised: 03/13/00
Revised: 09/28/10

[Assistant Superintendent] *Executive Director* for Human Resources

3210-E2

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

The duties and responsibilities of the [Assistant Superintendent] *Executive Director* for Human Resources are as follows:

I. PERSONNEL

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

30. Assists in the implementation of the grievance procedures as specified in respective contracts.
31. Member of the Labor Management Council which meets to resolve employee related issues.
32. Assists labor counsel and attends arbitrations related to employee contracts.
33. Contributes to budget development, particularly pertaining to staff and salary codes, district-wide extracurricular, substitute teacher, chaperone and staff development codes.

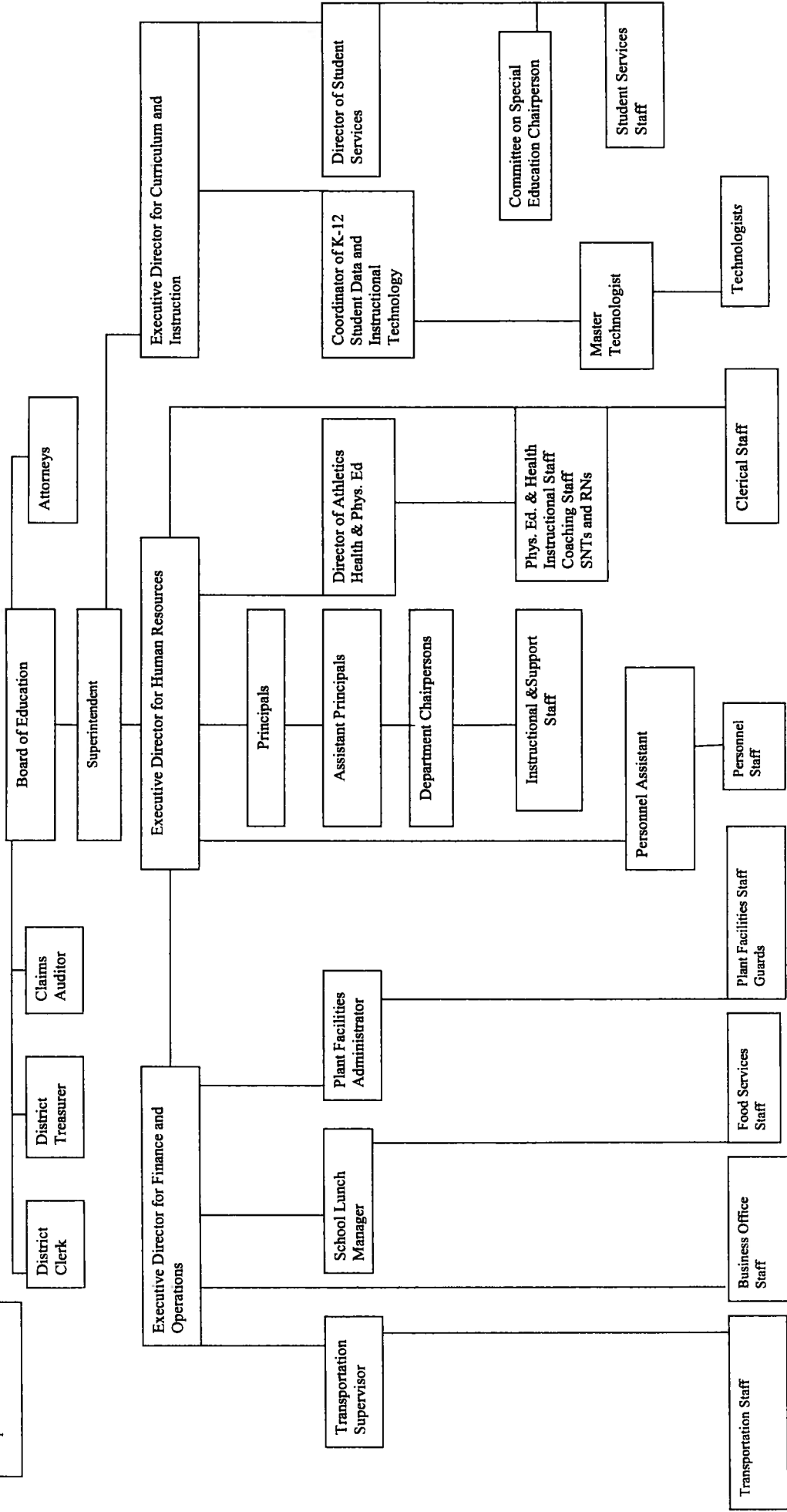
II. GENERAL ADMINISTRATION

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

Adopted: 04/18/00
Revised: 03/31/08
Revised: 09/28/10
Revised: 09/13/11

WEST BABYLON SCHOOLS ORGANIZATION CHART 2015

Adopted: 11/12/13



INTERSCHOLASTIC ATHLETICS

Interscholastic athletics for boys and girls is an integral and desirable part of the district's secondary school educational program. Individual and team sports shall be based upon comprehensive physical education instruction and intramural activities, seeking broad participation from all eligible secondary students. Lifetime or carry-over sports are to be particularly encouraged and supported. Parity in the number and kind of sports activities for girls and boys is a clear objective of the district.

Student eligibility for participation on interscholastic teams shall include:

1. authorization by the school physician (physical) prior to the first tryout date for the team;
2. written parent or guardian consent (permission slip) prior to the first tryout date for the team;
3. written parent or guardian consent for receipt of information regarding mild traumatic brain injury (TBI) prior to the first tryout date for the team;
4. Information regarding policies and procedures is available electronically on the Athletics Department website. An electronic parent/guardian acknowledgement or written parent/guardian acknowledgement must be received for every student selected for a team roster on or before the last day of the tryout period for that team. This parent/guardian acknowledgement will be valid for all sport seasons in the same school year. If on the first day of tryouts an electronic parent/guardian acknowledgement has not been received, the coach of that team will provide the student with a paper copy of the policies and procedures with a parent/guardian acknowledgement form. The signed parent/guardian acknowledgement form must be returned to the coach on or before the last day of tryouts for that team. If it is not returned, the student will not be eligible for inclusion on the team roster.
5. Endorsement by the Building Principal based on established rules and various league and State Education Department regulations.

Although the district will take reasonable care to protect student athletes, students may still sustain injuries. In order to most effectively ensure student safety, open communication between students, parents and coaches about the child's medical condition is critical. Coaches, and other appropriate staff, will receive guidance and training regarding recognition of injury and removal of the student athlete from play in the event of injury. Parents and/or students are expected to report injuries so that student health can be protected.

In the case of a suspected or actual head injury, a student must be removed from play immediately. In order to resume participation following injury, including head injury, the student needs to receive medical clearance. The Superintendent, in consultation with appropriate district staff, including the school physician, will develop regulations and procedures to guide the process of return to play.

In recognition of the importance of appropriately managing head injuries, the Board authorizes the creation of a Concussion Management Team (CMT). The CMT will be comprised of: the athletic director, a school nurse, the school physician, a coach of an interscholastic team, an athletic trainer and other appropriate personnel designated by the Superintendent. The CMT is charged with overseeing compliance with state training requirements, developing guidelines for use by coaches and physical education teachers and developing information for distribution to parents and students.

Athletic Selection/Classification

The Selection/Classification Program is a process for screening students to determine their readiness to compete in interscholastic athletic competition by evaluating their physical maturity, fitness and skill. The intent of this program is to permit students in grades 7 through 12 to safely participate at an appropriate level of competition (either Junior Varsity or Varsity) based upon readiness rather than age and grade. Students do not mature at the same rate and there can be a tremendous range of developmental differences between students of the same age. This program has been designed to assess a student's physical maturation, physical fitness and

skill, so the student may be placed at a level of competition which should result in increased opportunity, a fairer competitive environment, reduced injury and greater personal satisfaction.

The Selection/Classification Program was designed for mature and exceptionally skilled students to advance to an upper level. It is aimed at the few select students who can benefit from such placement because of their level of readiness.

Normally a student is eligible for senior high athletic competition in a sport during each of four consecutive seasons commencing with the youngster's entry into the ninth grade. However, by satisfying the requirements of the Selection/Classification Program a student may receive extended eligibility to permit participation during five consecutive seasons in the approved sport after entry into the seventh grade.

Athletics are a part of the regular school program and the Director of Health, Physical Education and Athletics will be responsible for implementing the district's Selection/ Classification Process.

Selection Classification Athletics Implementation Guidelines

- A. In compliance with Board of Education policy, a student will be considered for the Selection/Classification Process when a request is made by the student, parent, coach, or a physical education teacher. No recommendation shall be made without first receiving the consent of the athlete's parent.
- B. The evaluation process, will consist of the following steps which must be completed in sequence:
 - a. A written request will be submitted to the Director of Health, Physical Education and Athletics between: April 15th and June 15th for a Fall Sport, July [15] 30th and September [15] 30th for a Winter Sport, November 1st and January 1st for a Spring Sport using the district form.
 - b. A meeting with the Director of Health, Physical Education and Athletics will take place within a week of the filing deadlines above with a parent or guardian and the student to explain the process or phases and attain permission (Attachment C, NYSPHSAA) to begin Phase Two (Determining Potential) as described in the New York State Public High Schools Athletic Association's (NYSPHSAA) Handbook. Junior High School students may not leave a team mid-season to be classified for a high school team.
 - c. A review committee consisting of: the Director of Health, Physical Education and Athletics, the Senior and Junior High School Principals (or Assistant Principals), Guidance Counselor, Psychologist, Social Worker and PE teacher (who had the student for at least one semester and is not the coach of the sport) will meet within two weeks after permission is attained to decide if the student possesses appropriate level of physical fitness, sport specific skills, social and emotional maturity and that his/her academic performance is up to potential. The committee's decision shall be final.
 - d. If the committee denies the request, the parent or guardian (and requestor if different) will be notified by the Director of Health, Physical Education and Athletics. If the committee approves the request then the Director will proceed to administer Phase Three and Four (Screening) as outlined in the NYSPHSAA Handbook to the standards of the *junior varsity and/or* varsity level for the specified sport.
 - i. Parent Permission (Attachment C, NYSPHSAA), previously attained
 - ii. Permission from the School Physician- Health and Developmental Rating within two weeks of committee's approval. The confidentiality of the child shall be protected and arrangements regarding the exam will be as inconspicuous and discrete as possible. (Attachments D (male) or E (female), NYSPHSAA)
 - iii. Sport Skill Evaluation by the Coach, if applicable, (Attachment G, NYSPHSAA) within one week of physician's approval
 - iv. Performance Testing (Attachment F, NYSPHSAA) within one week of coach's evaluation. The Athletic Performance Test will be administered by the Athletic Director

or his designee who is not a coach in the specific program for which the student is being evaluated.

- v. Phase Five (Try out Period) When ever possible all the coaches in the specific sport program will evaluate the candidate during the allowable maximum tryout period (NYSPHSAA p. 137) to verify that the student exhibits exceptional skills. Respective students will be placed at the level of competition appropriate to their physiological maturity, physical fitness and skills in relationship to other pupils. The Director of Physical Education/Athletics will approve the candidate if all of the steps have been successfully completed and if there is consensus among the evaluating coaches that the student is exceptional. If there is not consensus, or if the Director believes that the intent of the program is being misconstrued, the Director will meet with the coaches involved, after which the Director will make a decision regarding the candidate's participation. This decision is final.
- vi. Phase Six (Notification) Email or fax to opposing schools, and Section XI, Attachment H, (NYSPHSAA) and inform the parents of outcome and any limitations for their child.
- vii. Phase Seven (Records) The Director of Health, Physical Education and Athletics will take the appropriate steps to keep a permanent file for each student who qualifies in the Director's office. This file will include attachments B, C, D or E, F, G, H (NYSPHSAA) and a copy of the letter sent to the parent or guardian.

Adopted: July 9, 2013

Revised: April 24, 2014

Revised: September 23, 2014

Cross-ref: 5420, Student Health Services

Ref: Education Law §§ 305(42), 1709 (8-a); 3001-b
8 NYCRR §§135.4, 136.5

Santa Fe Indep. Sch. Dist. V. Doe, 520 U.S. 290 (2000) (constitutionality of student-led prayers at interscholastic athletic activities)

Concussion Management Support Materials, www.nysphsaa.org