

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK
REGULAR MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
TUESDAY – JANUARY 27, 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: January 14, 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 Contract for St. James Tutoring Inc., an Independent Contractor, to provide Professional Services to West Babylon School District Resident Students during the 2014-2015 School Year (Res. #BE-1)
- ** (R) Approval of Service Agreement with Strong Island Physical Therapy to provide Physical Therapy Services to West Babylon School District Resident Students during the 2014-2015 School Year (Res. #BE-2)
- ** (R) Approval of the Amityville Union Free School District to provide Health Services to West Babylon School District Resident Students during the 2014-2015 School Year (Res. #BE-3)
- ** (R) Approval of the Half Hollow Hills Central School District to provide Health Services to West Babylon School District Resident Students during the 2014-2015 School Year (Res. #BE-4)
- ** (R) Revision to the 2014-2015 School District Calendar (Res. #BE-5)
- ** (R) Approval of Senior High School Clubs for the 2014-2015 School Year (Res. #BE-6)

- B. PERSONNEL**
 - ** (R) 14-A-6 Board of Education
 - ** (R) 14-P-13 Professional Personnel
 - ** (R) 14-C-13 Civil Service Personnel (Res. #PE-1)
 - C. FINANCE**
 - ** (R) Approval of Updated December, 2014 Risk Assessment (Res. #FI-1)
 - ** (R) Approval of December, 2014 Treasurer's Report (Res. #FI-2)
 - D. STUDENT SERVICES**
 - ** (R) Approval of Committee on Special Education Recommendations (Res. #SS-1)
 - E. FACILITIES**
 - ** (R) Declaration of Emergency Remediation relating to the Senior High School Water Main Break (Res. #FA-1)
 - ** (R) Acceptance of Donation (Res. #FA-2)
13. Policy Review:
- A.** Board Review-Programs for English Language Learners (First Time Reading) (File:4326)
 - B.** Board Review-Computer Use in Instruction (First Time Reading) (File:4526)
 - C.** Board Review-Computer Use in Instruction-Regulation (Revision) (File:4526-R)
 - D.** Board Review-Child Abuse, Maltreatment or Neglect in a Domestic Setting (First Time Reading) (File:5460)
 - E.** Board Review-Child Abuse, Maltreatment or Neglect in a Domestic Setting-Regulation (Revision) (File:5460-R)
 - F.** Board Review-Purchasing (First Time Reading) (File:6700)
 - G.** Board Review-Purchasing-Regulation (Revision) (File:6700-R)
 - H.** Board Review-Free and Reduced Price Meal Services (First Time Reading) (File:8520)
 - I.** Board Review-Management Team (Second Time Discussion) (File:3210)
 - J.** Board Review-Executive Director for Curriculum and [Student Services] *Instruction* (Second Time Discussion) (File:3210-E.1)
 - K.** Board Review-[Assistant Superintendent] *Executive Director* for Human Resources (Second Time Discussion) (File:3210-E.2)
 - L.** Board Review-Organization Chart (Second Time Discussion) (File:3220)
 - M.** Board Review-Interscholastic Athletics (Third Time Adoption) (File:5280)
14. Board of Education Committee Reports
15. Old Business

16. New Business:
Presentation of 2015-2016 Budget Draft No. 1
Dr. Yiendhy Farrelly, Superintendent
Mrs. Michele Psarakis, CPA, Executive Director for Finance & Operations
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 14, 2015	-----	-----
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
TUESDAY – JANUARY 27, 2015
RESOLUTIONS

BOARD OF EDUCATION

****#BE-1**

RESOLVED: that the West Babylon Board of Education approves the signing of the contract between St. James Tutoring, an independent contractor, and the West Babylon Union Free School District to provide professional services to West Babylon School District resident students during the 2014-2015 school year.

****#BE-2**

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

Mr. Paul Vazquez of Strong Island Physical Therapy

****#BE-3**

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 2014-2015 school year:

Amityville Union Free School District

****#BE-4**

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 2014-2015 school year:

Half Hollow Hills Central School District

****#BE-5**

RESOLVED: that the West Babylon Board of Education approves the following revision to the 2014-2015 School District Calendar:

The Board of Education meeting scheduled to take place on Thursday, April 30, 2015, will take place on Tuesday, April 28th to coincide with the Western Suffolk BOCES Budget and Trustee Vote scheduled to take place on April 28, 2015.

****#BE-6**

RESOLVED: that the following Senior High School clubs are approved for the 2014-2015 school year:

<u>Club</u>	<u>Advisor(s)</u>	<u>President</u>	<u>Treasurer</u>
Class of 2015	Heather Korchma	Geovanny Amaya	Michael Leone
Class of 2016	Eugene Rogovitz	Jennifer Melfi	Emily O'Halloran
Class of 2017	Scott Snyder	Mary Chasen	Christina Capobianco
Class of 2018	Phil Armato	Eric Donohue	Hailey Griffin
Art Club	Erin Bodalai	Megan Casey	Winnie Wong
Art Honor Society	Erin Bodalai	Idalys Torres	Winnie Wong
Baseball	Michael Rayola (Spring)	tba	tba
Boys Lacrosse	Chris Kunzig (Spring)	tba	tba
Boys Soccer	Frank Ging	tba	tba
Boys Track	Rob Dahl (Spring)	tba	tba
Broadcasters Club	Joseph Barone	Megan Curly	Brittany McKittrick
Business Honor Society	Katharine Reilly-Johnson	Samantha Apuzzo/ Danielle McMahon	Kailah Goldman
Cheerleaders (JV)	Michelle Merlino	Jenna Hesdra	Kayla Morea
Cheerleaders (Varsity)	Christine Markarius	Amanda Hennessey	Juliette Morrison
Chess	Stephen Dombo	Justin Betternhauser	Jason Baum
Concert Choir	Joseph Barone	Alex Lucchesse	Andrew Morrison
Dance Team	Barbara Kelly	Nicole McGovern	Taylor Zdanio
D.E.C.A.	Colleen Kilgus	Angelina Wnukowski	Nikki Wieman
Drama Club	Maryann Cafiero	Marek Ardito-Proulx	Thaddeus Plezia
Fashion Club	Adrienne Hetherington/ Mary Colonna	Jessica Cozzi	Cynthia Vargas
Catering	Danielle Bellemare	Lauren Freeze	Joe Kolano
Forensics	Rose Peraza	Samantha LoBasso	Anthony LanFranchi

Girls Basketball	Debbie McGuire	Melissa Riback	Tiffany Claud
Girls Bowling	Kim Becvar-Valdemira	Justine Olivar	Taylor McIntosh
Girls Cross Country	Meredith Zinna	Alexa Pulizzi	Melissa Riback
Girls Golf	Kristina Waldeck	tba	tba
Girls Lacrosse	Colleen Kilgus	Samantha Apuzzo	Kelsey O'Connor
Girls Soccer	Gregory Axelson	Rae-Anne Guglielmo	Grace Guglielmo
Girls Softball	tba	tba	tba
Girls Field Hockey	Andrea Montalvo	Samantha Ruic	Allison Gervage
Girls Tennis	Caitlin LaRocca	Winnie Wong	Michelle Chen
Girls Track	Melissa Quinn	tba	tba
GSA	Theresa Prizzi	Nadine Doerbecker	Samantha LoBasso
Health and Careers Club	Janet Lentricchia	Kelsey O'Connor	Liam O'Sullivan
International Club	Miranda Fealey	Geovanny Amaya/Nick Leone	Amanda Barbato
Jazz Choir	Joseph Barone	tba	tba
Leaders Club	Heather Korchma/Gabby Hearn/Maryann Cafiero	Geovanny Amaya	Jackie Schrom
Leo Club	Jaime Lemmo	Nico Cuzzi/Lexie Pulizzi	Nick Leone/Mary Lactaen
Math Club	Christina Montalvo	Jason Merlin and Simba Charles	Dana Castillo
Mock Trial Club	Christopher Jonassen	Kyle Garcia	Jason Meurlin
Mural Painting	Andrea Montalvo	Jessica and Alexandra Capobianco	Ralph Reyes
Music Tri-M	Dana Meadows	Sarah Capobianco	Nicolette Costanza
Musical	Joseph Barone	Alexa Lucchesse	Andrew Morrison
National Honor Society	Brianne Schilt	Erin Kenney	Cara Salzone
Orchestra	Barbara Kelly	Erin Kenney	Christiana Morante
Quiz Bowl	Kevin Malone	Matthew Rampersad	Nitin Punn
Read Team	Kristin Hedstrom	tba	tba
Robotics	Gerard DeSimone/Scott Bauer	Anthony LanFranchi	Andrew Karatnytsky
S.A.D.D.	Christopher Jonassen	Samantha Mammarella	Idalys Torres
Science Olympiad	Andrea Montalvo	James Preudhomme	Sage Chasen
S.C.O.P.E.	Gabby Hearn	Geovanny Amaya	Nico Cuzzi
S.E.A.	Audrey Tichy	Sage Chasen	Dana Castillo
Student Association	Meredith Zinna	Allison Barbaro	Kelsey O'Connor
Swim Team	Mary-Kate Goebel	Melissa Massmann	Taylor McIntosh

Symphonic Band	Dana Meadows	Colin Insignia	Christina Czachor/ Alyssa Budke
Talon Newspaper	Brooke Berger	Brianna Italice	Amanda Gribbin
Tech Honor Society	Eugene Rogovitz	Cara Salzone	Dana Castillo
Tempo	Donna Briody	Samantha Lobasso	Erin Galvin
Varsity Club	Gina Antonelli	Sam Geiersbach	Juliette Morrison
Volleyball	Danielle Skene	Carly Donohue	Julie Susnow/Lisa Quinones
Wrestling	Jonathan Pinola	Bobby Piazza	Geovanny Amaya
Yearbook	Christine Iaquinto	Erin Kenney	Carly Donohue

PERSONNEL

***#PE-1

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

<u>14-A-6</u>	Board of Education
<u>14-P-13</u>	Professional Personnel
<u>14-C-13</u>	Civil Service Personnel

FINANCE

****#FI-1**

RESOLVED: that the West Babylon Board of Education approves the updated December, 2014 Risk Assessment for the West Babylon Union Free School District.

****#FI-2**

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

STUDENT SERVICES

****#SS-1**

RESOLVED: that the West Babylon Board of Education approves the recommendations of the Committee on Special Education.

FACILITIES

****#FA-1**

RESOLVED: that the West Babylon Board of Education declares an emergency to repair the Senior High School parking lot damaged by a water main break.

****#FA-2**

RESOLVED: that the West Babylon Board of Education gratefully accepts the following donation, from Mr. William Doran, K-8 Art and Music Chairperson:

One (1) HP Office Jet Pro 8500A Printer

WEST BABYLON UNION FREE SCHOOL DISTRICT
REGULAR MEETING - BOARD OF EDUCATION - TUESDAY – JANUARY 27, 2014

BOARD OF EDUCATION

(R) Revision to 2014-2015 School District Calendar (Res. **#BE-5)

July 2014				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- 4 Independence Day
- 8 BOE Re-Orig Mtg.

August 2014				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 2014				
M	T	W	T	F
1	{2}	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- 1 Labor Day
- 2 Supt's Conf. Day
- 3 First Day of School
- 25-26 Rosh Hashanah

October 2014				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- 13 Columbus Day

November 2014				
M	T	W	T	F
3	{4}	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- 4 K-12 Full Day Conf. Day
- 11 Veterans Day
- 14 6-8 Parent/Tchr. Conf. Day (15+2)
- 26 Emergency Drill
- 27-28 Thanksgiving Recess

December 2014				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- 5 K-5 Parent/Tchr. Conf. Day (14+1)
- 22-31 Winter Recess

January 2015				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	{16}
19	20	21	22	23
26	27	28	29	30

- 1-2 New Year's Day/Winter Recess
- 16 WBTA Conference Day
- 19 Martin Luther King Day

February 2015				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

- 16-20 Mid-Winter Recess

March 2015				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	{20}
23	24	25	26	27
30	31			

- 20 K-12 Full Day Conf.

April 2015				
M	T	W	T	F
			1	2
6	7	8	9	10*
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

- 3-10 Easter/Passover Recess

May 2015				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22*
25	26*	27	28	29

- 22-26 Memorial Day Recess

June 2015				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- 24 K-5 Half Day Conf. Day
- 25 Regents Rating Day
- 25 9-12 Conf. Day
- 25 Last Day of School

School Closed BOE Meeting - 8:00 PM

{#} Conference Day

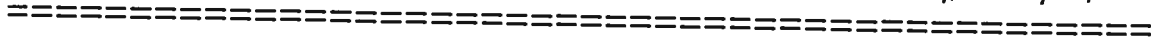
- * If **NO** snow days are used, schools will be **CLOSED April 10, May 22, and May 26.**
- * If **ONE** snow day is used, schools will be **OPEN May 26 and CLOSED April 10 and May 22.**
- * If **TWO** snow days are used, schools will be **OPEN May 22 and May 26 and CLOSED April 10.**
- * If **THREE** snow days are used, schools will be **OPEN April 10, May 22 and May 26.**

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - JANUARY 27, 2015

PERSONNEL

(R) Schedules:	<u>14-A-6</u>	Board of Education
	<u>14-P-13</u>	Professional Personnel
	<u>14-C-13</u>	Civil Service Personnel



BOARD OF EDUCATION SCHEDULE

I. Board of Education Schedule 14-A-6

- A. 2014-2015 Election Inspectors

PROFESSIONAL PERSONNEL SCHEDULE

II. Professional Personnel Schedule 14-P-13

- A. Salary Adjustment
- B. Additional Section/JH
- C. 2014-2015 AEHS Appointment
- D. Spring, 2015 Adult Education Instructors/Consultants/Volunteers
- E. Spring, 2015 Student Teachers/Observers

CIVIL SERVICE PERSONNEL SCHEDULE

III. Civil Service Personnel Schedule 14-C-13

- A. Leave of Absence Request
- B. Resignations/Retirement
- C. Additional Hours-Summer Work
- D. Probationary Appointments

=====

I. BOARD OF EDUCATION APPOINTMENTS

=====

2014-2015

=====

Election Inspectors:

\$10./hr.

1/13/15

Pastore, Carol

Zaccaria, Ruth

SCHEDULE 14-P-13 Professional Personnel Schedule

Date of Meeting: January 27, 2015

Page 2 of 4 pages.

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

Salary Adjustment:

Effective 2/2/15:

Romeo, Kirsten	Regular Substitute/ Art Teacher	HS	FROM: Step A-5-1/ \$58,511. (prorate)	TO: Step A-6-1/ \$61,071. (prorate)	
----------------	------------------------------------	----	---	---	--

Additional Section:

Powers, Daniel	Special Education (.6)	JH	Step A-7-1/ \$63,631. (prorate @ 60%)	1/13/15	[from .4]
----------------	---------------------------	----	---	---------	-----------

Alternative Evening High School:

Simone, Linda	Substitute Teacher		\$34.85/hr.	2014-2015	
---------------	--------------------	--	-------------	-----------	--

Adult Education Instructors:

Baez, Rosalis	Spanish for Beginners	\$25./hr.	Spring, 2015
Baum, Kelly	Line Dancing: It's Not Just Country Anymore		
Crichton, Kim	Pilates		
"	Iyengar Yoga		
Dunlop, Kyle	Introduction to Microsoft Word		
"	Introduction to Microsoft Excel		
LeClaire, Kathleen	Painting for Beginners or Those Who Wish to Refresh Their Skills		
Smith, Daniel	Italian		
Merkler, Cindy	Zumba		

Adult Education Consultants:

Cottral, Steve	U.S. Coast Guard Auxiliary	America's Boating Course	Spring, 2015	\$35./person
Notary Public Central, Inc.		Notary Public Course		\$50./person
"		Notary Signing Agent Course		\$50./person
Greco, Linda	Suffolk Safety	Defensive Driving		\$28./person
Hirschfield, Martin		Defensive Driving		\$30./person
Creative Voice Development Group		Getting Paid to Talk		\$87.50/night
Zalewski, Erik	Have Dummy Will Travel	Adult, Child and Infant CPR/AED		\$45./person
"		CPR for Professionals/Healthcare Providers		\$45./person

SCHEDULE 14-P-13 Professional Personnel Schedule

Date of Meeting: January 27, 2015

Page 3 of 4 pages.

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

Adult Education Volunteer Instructors:

\$-0-

Spring, 2015

Kass, Steven		Elder Law and Estate Planning			
"		Special Needs Planning			
Bergmann, Ira		Income and Asset Conservation			
Esposito, Jan & Tony		How to Pay for College Without Going Broke			
Espinoza, Shirley		Lick the Sugar Habit			
"		High Blood Pressure and Cholesterol			
"		Stress Management			
Caramico, Jake		Money — The 60 Minute "Money Course"			

Student Teachers/Observers:

Spring, 2015

Johnson, Celeste	Social Studies	JH			
Petti, Dawn	Elementary/SpEd.	TA			
Pidel, Joseph	Mathematics/SpEd.	JH			
Wendelken, Julie	Elementary/SpEd.	TA			
White, Stephanie	Physical Education	HS			
Yarashyk, Calleen	Elementary/SpEd.	FA			

SCHEDULE 14-C-13 Civil Service Personnel Schedule

Date of Meeting: January 27, 2015

Page 4 of 4 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Adams, Rosette	Food Service Wrkr. "B"	JH		1/12/15 - 3/15/15	Leave of Absence
Dambeck, Carol	Paraprofessional (hall monitor)	HS		1/30/15	Resignation
Dambeck, John	Paraprofessional (special ed. aide)	JK		1/30/15	Resignation from LOA
Luciani, Antoinette	Paraprofessional (school teacher aide)	JH		2/7/15	Resignation to Retire
Rocchio, Donna	Clerk Typist	SB		1/30/15	Resignation from LOA [to remain in SCT post]
Martel-Nelli, Johanne	Clerk Typist	JH	\$21.99/hr.	August, 2014	[25 add'l. hrs.]
Corbe, Susan	Paraprofessional (special ed. aide)	FA	Step 1/ \$13.50/hr.	1/28/15	Probationary Appt.
*Scotto, Irene	Paraprofessional (special ed. aide)	JH	Step 1/ \$13.50/hr.	1/28/15	Probationary Appt.

*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - JANUARY 27, 2015

POLICY

- A. Board Review-Programs for English Language Learners (First Time Reading) (File:4326)
- B. Board Review-Computer Use in Instruction (First Time Reading) (File:4526)
- C. Board Review-Computer Use in Instruction-Regulation (Revision) (File:4526-R)
- D. Board Review-Child Abuse, Maltreatment or Neglect in a Domestic Setting (First Time Reading) (File:5460)
- E. Board Review-Child Abuse, Maltreatment or Neglect in a Domestic Setting-Regulation (Revision) (File:5460-R)
- F. Board Review-Purchasing (First Time Reading) (File:6700)
- G. Board Review-Purchasing-Regulation (Revision) (File:6700-R)
- H. Board Review-Free and Reduced Price Meal Services (First Time Reading) (File:8520)
- I. Board Review-Management Team (Second Time Discussion) (File:3210)
- J. Board Review-Executive Director for Curriculum and [Student Services] *Instruction* (Second Time Discussion) (File:3210-E.1)
- K. Board Review-[Assistant Superintendent] *Executive Director* for Human Resources (Second Time Discussion) (File:3210-E.2)
- L. Board Review-Organization Chart (Second Time Discussion) (File:3220)
- M. Board Review-Interscholastic Athletics (Third Time Adoption) (File:5280)

PROGRAMS FOR ENGLISH LANGUAGE LEARNERS

4326

The Board of Education believes that the students who, by reason of foreign birth or ancestry, have limited English proficiency (referred to here as “English Language Learners” or ELLs), will be more effective learners of both the language and curriculum if they receive instruction in both their native language and English. The district will therefore take steps to identify ELL students and provide ELL students with an appropriate program of either Bilingual Education or English as a New Language.

Pursuant to this policy and the regulations of the Commissioner of Education, the Superintendent of Schools is directed to develop appropriate administrative regulations to ensure that students are:

- 1. screened to determine if the student is an ELL, in accordance with Parts 117 and 154 of the Commissioner’s Regulations, a process that will include interviews and assessments and will assign each ELL student to the appropriate subpopulation (newcomer, developing, long term, former or inconsistent/interrupted formal education);*
- 2. identified, as appropriate, as an ELL student with disability;*
- 3. annually evaluated to determine continued ELL eligibility. Included in the evaluation shall be each student’s performance in English language proficiency and academic progress in content areas;*
- 4. assured of access to appropriate instructional and support services, including guidance programs within timeframes provided by Commissioner’s Regulations; and*
- 5. assured of having equal opportunities to participate in all school programs and extracurricular activities as non-ELL students.*

The Superintendent shall be responsible for ensuring that the Commissioner of Education is provided with a comprehensive plan that describes the district’s ELL program and includes all information specified in the Commissioner’s Regulations, before the start of each school year. The district will also provide assurances that the district is providing appropriate school-related information to the parents (or persons in parental relation) of ELL students in English and the language they best understand.

The district will provide an orientation program annually for ELL parents and will meet individually with ELL parents at least once a year, in addition to regular parent/teacher meetings.

In addition, the Superintendent shall ensure that all teachers employed in any Bilingual and/or English as a New Language program are properly certified in accordance with the Commissioner’s Regulations, and that all staff receive appropriate professional development on ELL students.

Cross-ref: 4321, Programs for Students with Disabilities

Ref: Education Law §3204

English Acquisition, Language Enhancement, and Academic Achievement Act, 20 USC §§6801 et seq

Equal Educational Opportunities Act of 1974, §§201 et seq.,

20 U.S.C. §§1701 et seq.

8 NYCRR §§80-2.9; 80-2.10; 117; Part 154

Lau v. Nichols, 414 U.S. 563 (1974)

Rios v. Read, 480 F. Supp. 14 (1978)

Cintron v. Brentwood UFSD, 455 F. Supp 57 (1978)

Aspira of New York v. Board of Educ. (City of New York), 394 F. Supp. 1161 (1974)

Adoption Date:

COMPUTER USE IN INSTRUCTION

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The key concept underlying the Internet is interconnectivity - something that will allow administrators, teachers, and more importantly, students to access an unparalleled array of communication and information resources. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting.

BOCES and the West Babylon School District, to the best of their ability, have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. However, West Babylon believes information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. In general, this requires efficient, ethical, and legal utilization of the network resources. If a West Babylon School District user violates any of these provisions, his or her participation will be terminated and future access could possibly be denied. The signature(s) at the end of the Internet Use Agreement is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

The Board authorizes student use of personal devices to access the district's computer network if the student complies with the district's policy 5695 – Bring Your Own Device, as well as the provisions of this policy and regulation. Failure to abide by this policy and regulation will result in revocation of access and possibly disciplinary action in accordance with the Code of Conduct.

Internet - Terms and Conditions

1. Acceptable Use - The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of education and research and consistent with the educational objectives of the West Babylon School District. Use of another organization's network or computing resources must comply with the rules appropriate for that network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material; expressions of bigotry, racism, or hate; or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. Each student who receives access will be held responsible for usage. Therefore, under no circumstances should confidential information be shared with anyone other than classroom teachers approved to serve as access officers. Each student will learn about the proper use of the district's network system from West Babylon faculty members. The BOCES system administrators, in cooperation with the West Babylon School District Superintendent or his/her designees, will deem what is inappropriate use and their decision is final. Also, the BOCES system administrators may deny access at any time as required. The administration, faculty and staff of West Babylon School District may request the BOCES system administrator to deny, revoke or suspend specific user privileges.

3. Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - a. Be polite. Do not get abusive in your messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - c. Do not reveal your personal address or phone number or that of other students or colleagues.
 - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
 - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - f. All communication and information accessible via the network should be assumed to be private property.

See exhibit 4526-E-2 for the full list of user responsibilities.

4. Warranties – BOCES and/or the West Babylon School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. BOCES and/or the West Babylon School District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or a user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. BOCES and/or the West Babylon School District specifically deny any responsibility for the accuracy or quality of information obtained through its services.
5. Security - Security on any computer system is a high priority, especially when the system involves many users. If a user can identify a security problem on the Internet he/she must notify a Superintendent's designee. He/she may not demonstrate the problem to other users. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network and the Internet.
6. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, and/or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, or any illegal or improper use of the network, Internet or accessed equipment.

With increased concern about identity theft, unwarranted invasion of privacy and the need to protect personally identifiable information, prior to students being directed by staff to use any cloud-based educational software/application, staff must get approval from the Coordinator of K-12 Student Data and Instructional Technology. The Coordinator of K-12 Student Data and Instructional Technology will determine if a formal contract is required or if the terms of service are sufficient to address privacy and security requirements, and if parental permission is needed.

Adoption date: 10/25/11

Revised: 03/25/14

COMPUTER USE IN INSTRUCTION REGULATION

The following rules and regulations govern the use of the district's computer network system and access to the internet.

I. Administration

- The Superintendent of Schools shall designate a Coordinator of K-12 Student Data and Instructional Technology to oversee the district's computer network.
- The Coordinator of K-12 Student Data and Instructional Technology shall monitor and examine all network activities, as appropriate, to ensure proper use of the system.
- The Coordinator of K-12 Student Data and Instructional Technology shall be responsible for disseminating and interpreting district policy and regulations governing use of the district's network at the building level with all network users.
- The Coordinator of K-12 Student Data and Instructional Technology shall provide employee training for proper use of the network and will ensure that staff supervising students using the district's network provide similar training to their students, including providing copies of district policy and regulations governing use of the district's network.
- The Coordinator of K-12 Student Data and Instructional Technology shall ensure that all disks and software loaded onto the computer network have been scanned for computer viruses.
- *The Coordinator of K-12 Student Data and Instructional Technology will review staff requests to use "cloud-based" educational software/applications to ensure that personally identifiable information (PII) is protected in accordance with district standards prior to student use.*
- All student agreements to abide by district policy and regulations and parental consent forms shall be kept on file in the district office.

II. Internet Access

- Students will be provided Internet access: during class time only; during the day when students are not in class; before or after school hours, or only during instructional time in a controlled environment.
- Students will be provided with individual access accounts.
- Students may have internet access: for educational purposes only/for educational and recreational/personal purposes; to news sites
- Student internet access may be restricted depending on the grade level.
- All users will be prohibited from: accessing social networking sites; playing online games; purchasing or selling anything online (unless authorized for district purposes); personal e-mail services; and watching videos online (unless authorized for a school purpose).
- Students are not to participate in chat rooms.
- Students may not construct their own web pages using district computer resources.
- Students will have individual (group) e-mail addresses.

III. Acceptable Use and Conduct

- Access to the district's computer network is provided for educational purposes and research consistent with the district's mission and goals.
- Use of the district's computer network is a privilege, not a right. Inappropriate use may result in suspension or revocation of that privilege.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- All network users will be issued a login name and password. Passwords must be changed periodically.

- Only those network users with written permission from the principal or the Coordinator of K-12 Student Data and Instructional Technology may access the district's system from off-site (e.g. from home).
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive or sexual language or images, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the district's network must notify the appropriate teacher, administrator or the Coordinator of K-12 Student Data and Instructional Technology. Under no circumstance should the user demonstrate the problem to anyone other than the Coordinator of K-12 Student Data and Instructional Technology or employee being notified.
- Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.

IV Prohibited Activity and Uses

The following is a list of prohibited activity concerning use of the district's computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's network.

- Using the network for commercial activity, including advertising.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- Using the network to receive, transmit, or make available to others messages that are racist, sexist, abusive or harassing to others.
- Using another user's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive e-mail.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using the network to send anonymous messages or files.
- Using the network to receive, transmit or make available to others a message that is inconsistent with the district's Code of Conduct.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Using the network for sending and/or receiving personal messages.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software or using personal disks on the district's computers and/or network without permission of the appropriate district official or employee.
- Using district computing resources for commercial or financial gain or fraud.
- Stealing data, equipment or intellectual property.
- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.
- Wastefully using finite district resources.

- Changing or exceeding resource quotas as set by the district without the permission of the appropriate district official or employee.
- Using the network while access privileges are suspended or revoked.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

V. No Privacy Guarantee

Students using the district's computer network should not expect, nor does the district guarantee privacy for electronic (e-mail) or any use of the district's computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

VI. Sanctions

All users of the district's computer network and equipment are required to comply with the district's policy and regulations governing the district's computer network. Failure to comply with the policy or regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

In addition, illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secret. Users must respect all intellectual property rights and laws.

VII. District Responsibilities

The district makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Users of the district's computer network and the Internet use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

The district will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. The district also will not be responsible for unauthorized financial obligations resulting from the use of or access to the district's computer network or the Internet.

Further, even though the district may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the district policy and regulation.

Promulgated: October 25, 2011

Revised: February 25, 2014

5460 CHILD ABUSE, MALTREATMENT OR NEGLECT IN A DOMESTIC SETTING

The Board of Education recognizes that because of their sustained contact with school-aged children, employees are in an excellent position to identify abused, maltreated or neglected children and refer them for treatment and protection. The Board further recognizes the specific dictates of law which require school officials to report suspected instances of child abuse, maltreatment (which includes neglect) in a domestic setting.

The purpose of mandatory reporting is to identify suspected abused and maltreated children as soon as possible, so that such children determined to be abused or maltreated can be protected from further harm and, where appropriate, can be offered services to assist him or her and his or her family.

School officials, who have reasonable cause to know or suspect that a child has been subjected to abuse or maltreatment, must immediately report this to the New York State Central Register for Child Abuse and Maltreatment (Central Register), as required by law. No conditions may be imposed which limit their responsibility to report. A school official is defined as:

- Teacher
- Guidance Counselor
- Psychologist
- Nurse
- *Social Worker*
- *Full or part-time paid athletic coach*
- Administrator
- Any school personnel required to hold a teaching or administrative license or certificate.

The school official will also report the matter to the Building Principal.

The report shall be made by telephone or by telephone facsimile machine on a form supplied by the Commissioner of Social Services. A written report shall be made within 48 hours to the appropriate local child protective service, and to the statewide Central Register.

School employees who are not school officials, as defined above, but who have reasonable cause to know or suspect that a child has been subjected to abuse or maltreatment are encouraged to report to the Central Register. However, the school employee must report the matter to the Building Principal. If the matter has not yet been reported to the Central Register, the Building Principal shall make the report, in accordance with state law. In being required to file such report, the Building Principal does not have discretion.

School employees or officials may not contact the child's family or any other person to determine the cause of the suspected abuse or maltreatment. It is not the responsibility of the school official or employee to prove that the child has been abused or maltreated.

Any school official or employee who has cause to suspect that the death of any child is a result of child abuse or maltreatment must report that fact to the appropriate medical examiner or coroner.

In accordance with the law, any school official who fails to report an instance of suspected child abuse or maltreatment may be guilty of a Class A misdemeanor and may be held liable for the damages caused by the failure to report. The law grants immunity to persons who, in good faith, report instances of child abuse from any liability.

School employees will not be subject to retaliatory action, as defined in state law, as a result of making a report when they reasonably suspect that a child has been abused or maltreated.

The Board recognizes that knowingly reporting a false claim of child abuse is a violation of state law and this policy acknowledges that it is a crime to do so. The district will make every reasonable effort to ensure the integrity of the district's child abuse reporting process and procedure.

School District Relationship with Local Social Service District

The school district will cooperate to the extent possible with authorized child protective services workers in investigations of alleged child abuse. The Superintendent, or his or her designee, will represent the district when collaborating with local social service agencies to address instances of abuse or maltreatment, and in the development of policy and procedures regarding abuse or maltreatment (including educational neglect). In addition, the Superintendent will share a

copy of the district's attendance policy, 5100, with the local social service district.

The school district shall maintain an ongoing training program which will address the identification and reporting of child abuse and maltreatment, including the legal implications of reporting and not reporting. Attendance at sessions of this training program shall be required of all school officials. Attendance records shall be kept, and notations will be made in personnel files as to the dates of attendance. *Current athletic coaches have until July 1, 2015 to receive the applicable training. School officials must train "school officials" who are mandated reporters under the law and may choose to offer training to other employees beyond "school officials".*

The Superintendent shall develop, with input from appropriate personnel, a plan for implementation of such a training program, to be approved by the Board. In addition, the policy and regulations will be included in all employee handbooks and distributed annually to all school officials who are not covered under existing handbooks. The Superintendent will prepare and implement all regulations as are necessary to accomplish the intent of this policy

Cross-ref:

Attendance, 5100

Ref:

Child Protective Services Act of 1973, Social Services Law §§411 et seq.

Social Services Law §34-a, Family Court Act §1012, Family Educational Rights and Privacy Act,

20 U.S.C. §1232g, 45 CFR §99.36, Education Law §3209-a, Penal Law 240.50

Adoption date: October 25, 2011

5460-R

**CHILD ABUSE, MALTREATMENT OR NEGLECT IN A DOMESTIC SETTING
REGULATION**

New York State Law (Child Protective Service Act of 1973, as amended) provides for reporting of suspected cases of child abuse by school officials. These regulations are designed to implement this law within the district and to help protect students from the harmful effects of child abuse.

I. Definitions

Abused Child, according to Social Services Law and the Family Court Act, is a child less than 18 years of age whose parent or other person legally responsible for his or her care:

- a. inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ; or
- b. creates or allows to be created a substantial risk of physical injury to such a child by other than accidental means which would be likely to cause death or serious or protracted disfigurement, or protracted impairment of physical or emotional health, or protracted loss or impairment of the function of any bodily organ; or
- c. commits, or allows to be committed, a sex offense against such child, as defined in the penal law, provided, however, that the corroboration requirements contained therein shall not apply to proceedings under this article.

Neglected or maltreated child, according to the Family Court Act, is a child less than 18 years of age:

- a. whose physical, mental, or emotional condition has been impaired or is in danger of becoming impaired as a result of the failure of his or her parents or other person legally responsible for his care to exercise a minimum degree of care:
 - (1) in supplying the child with adequate food, clothing, shelter, or education in accordance with provisions of Part One, Article 65 of the Education Law, or medical, dental, optometrical or surgical care though financially able to do so or offered financial or other reasonable means to do so; or

In order for a report of educational neglect to be accepted, three elements need to be established:

- a. Excessive absence from school by the child
 - b. Reasonable cause to suspect that the parent is aware or should have been aware of the excessive absenteeism and the parent has contributed to the problem or is failing to take steps to effectively address the problem, and;
 - c. Reasonable cause to suspect educational impairment or harm to the child or imminent danger of such impairment or harm.
- (2) in providing the child with proper supervision or guardianship, by unreasonably

inflicting or allowing to be inflicted harm, or a substantial risk thereof, including the infliction of excessive corporal punishment; or by using a drug or drugs; or by using alcoholic beverages to the extent that he/she loses self-control of his/her actions; or by any other acts of a similarly serious nature requiring the aid of the court; or

b. who has been abandoned by his/her parent(s) or other person legally responsible for his/her care.

Person legally responsible includes the child's custodian, guardian, or any other person responsible for the child's care at the relevant time. Custodian may include any person continually or at regular intervals found in the same household as the child when the conduct of such person causes or contributes to the abuse or neglect of the child.

Impairment of emotional health and impairment of mental or emotional condition includes a state of substantially diminished psychological or intellectual functioning in relation to, but not limited to, such factors as failure to thrive, control of aggressive or self-destructive impulses, ability to think and reason, or acting out of misbehavior, including incorrigibility, ungovernability, or habitual truancy; provided, however, that such impairment must be clearly attributable to the unwillingness or inability of the parent, guardian, or custodian to exercise a minimum degree of care toward the child.

II. Reporting procedures and related information:

School officials, who have reasonable cause to know or suspect that a child has been subjected to abuse or maltreatment, must immediately report this to the New York State Central Register for Child Abuse and Maltreatment (Central Register), as required by law. No conditions may be imposed which limit their responsibility to report. A school official is defined as:

- Teacher
- Guidance Counselor
- Psychologist
- Nurse
- *Social Worker*
- *Full or part-time paid athletic coach*
- Administrator
- Any school personnel required to hold a teaching or administrative license or certificate.

The school official must also report the matter to the Building Principal.

2. In the event that a school employee, who is not required to report under the law (such as a bus driver, custodian, cafeteria monitor, etc.), has reasonable cause to suspect that a child is abused or neglected, he/she is encouraged to make a report to the Central Register. The employee must, by district policy, report the matter to the Building Principal.

3. After the filing of a report, the suspected abuse and the course of additional follow-up action is generally reviewed by appropriate school team members (e.g., Building Principal, school nurse, social worker, psychologist, and/or guidance counselor).

4 The Building Principal must (1) inform the Superintendent of Schools of the information received and (2) confirm that a report was made to the Central Register.

5 The Building Principal may take photographs or cause photographs to be taken of the areas

of visible trauma on the child, and/or, if medically indicated, cause an examination to be performed.

Such actions may be performed at public expense if they will provide appropriate documentation when filing the report. A camera and film shall be kept at the school and be available for this purpose.

6 The written report that must be filed shall include all information that the Commissioner of Social Services may require. In addition to filing this report with Child Protective Services, a copy shall be forwarded to the Executive Director for Curriculum and Instruction and the Director of Student Services.

7. If it should be necessary for Child Protective Services to interview a child at school to ascertain whether he/she has been abused or maltreated, or to obtain documentation of such acts, the interview should be conducted in the presence of a school official, unless circumstances require otherwise. The school official shall examine and verify the credentials of Child Protective Services worker(s) before allowing such worker(s) to either interview the child or to examine the child's records. If sexual abuse is indicated, the presence of a same-sex staff member during the interview is appropriate.

8. School employees and officials will not contact the child's family or any other person to determine the cause of the suspected abuse or maltreatment. It is not the responsibility of the school official or employee to prove that the child has been abused or maltreated.

9. The Building Principal shall request a summary report of the investigation of a case referred to Child Protective Services so the district can take appropriate next steps.

10 Only one report of any suspected abuse is required.

11. School personnel who have reasonable cause to suspect that a child has died as a result of child abuse or maltreatment shall report that fact to the appropriate medical examiner or coroner.

III. Training

1. The district shall maintain an ongoing training program which will address identification and reporting of child abuse and maltreatment. Attendance at sessions of this training program shall be required of all school officials.

2. Employee handbooks shall include a copy of these regulations and the related Board policy concerning child abuse and reporting requirements.

IV. Rights of Reporters

1. School personnel who, in good faith, make a report or take photographs of injuries and bruises have immunity from any liability, civil or criminal. The good faith of any person required to report cases of child abuse or maltreatment is presumed.

2. School personnel have the right to request that information which would identify the individual making the report be withheld if furnishing such data might prove detrimental to the safety or interest of that individual.

3. The Superintendent can request a summary report of an investigation of a case referral to Child Protective Services.

4. No retaliatory personnel action (as defined in paragraph (e) of subdivision one of section 740 of the Labor Law) against an employee because the employee believes that he or she has reasonable cause to suspect that a child is an abused or maltreated child and that employee therefore makes a report in good faith.

V. Penalties

1. Any person required to report suspected cases of child abuse or maltreatment and who fails to do so may be found guilty of a class A misdemeanor and may be held civilly liable for the damages caused by this failure.
2. Any school employee who fails to comply with this policy is subject to discipline in accordance with collective bargaining agreements and/or policy.

VI. Confidentiality and Records Retention

1. All reports and other material submitted pursuant to this policy shall be confidential and may not be re-disclosed except to law enforcement authorities involved in investigating the alleged abuse or except as expressly authorized by law or pursuant to a court-ordered subpoena. The district and all its personnel shall exercise reasonable care to prevent unauthorized disclosure.
2. Maintenance of all records will be in a manner consistent with applicable laws and regulations. Information received regarding a determination of either a founded or unfounded report, is to be communicated to the Principal, Executive Director for Curriculum and Instruction and the Director of Student Services.

Adoption date: October 25, 2011

PURCHASING

6700

The Board of Education views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing will be centralized in the business office under the general supervision of the Purchasing Agent designated by the Board.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law. The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Purchases of the same commodity cannot be artificially divided for the purpose of avoiding the threshold. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

The district's purchasing activity will strive to meet the following objectives:

1. to effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in conformance with state law and regulation and in cooperation with the requisitioning authority. The educational and physical welfare of the students is the foremost consideration in making any purchase;
3. to ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the district;
4. to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
5. to ensure, through the use of proper internal controls, that loss and/or diversion of district property is prevented.

Opportunities shall be provided to all responsible suppliers to do business with the school district. Suppliers whose place of business is situated within the district may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality and other factors. *Where permitted by law, [P] purchases will be made through available cooperative BOCES bids, or by "piggybacking" onto contracts of the United States or agencies thereof or the federal General Services (GSA), state contracts of the Office of General Services (OGS), departments or agencies of NYS, any NYS county, or any state or any county or political subdivision or district therein, whenever such purchases are in the best interests of the district and will result in a cost savings to the district.* In addition, the district will make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

In accordance with law, the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term "alternative format" shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the district (or program of a BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

The Board is also aware of the need to reduce exposure of students and staff to potentially harmful chemicals and substances used in cleaning and maintenance. In accordance with law, regulation and guidelines set forth by the Office of General Services (OGS), the district will purchase and utilize environmentally sensitive cleaning and maintenance products in its facilities whenever feasible. Cleansers purchased must, first and foremost, be effective so that the district may continue to purchase non-green products as necessary. Environmentally sensitive cleaning and maintenance products will be procured in accordance with standard purchasing procedures as outlined in this policy and regulation.

In order to ensure that the district avails itself of advantageous purchasing opportunities, the Board authorizes the Purchasing Agent to represent the district in applying for federal programs designed to discount prices for goods and services. Specifically, the Purchasing Agent will abide by the rules and regulations associated with applying for telecommunications service discounts through the Universal Service Fund (E-Rate), in addition to complying with the local purchasing policies set forth by the Board. As with all purchasing activity, appropriate documentation of the application and purchase through any federal program will be maintained by the business office.

Competitive Bidding

Purchase contracts and public works contracts subject to competitive bidding will be awarded to the lowest responsible bidder, however, the Board authorizes that purchase contracts may be awarded on the basis of best value, as defined in State Finance Law §163. *Other exceptions to competitive bidding are outlined below.*

The district shall comply with the requirements of General Municipal Law §103-g, which prohibits, with few exceptions, competitive bidding contracts with entities that invest significantly in the Iranian energy sector, as outlined in the accompanying regulation.

Competitive bidding, even if the dollar value of the purchase meets the threshold established above, is not required in the following circumstances;

1. emergencies where time is a crucial factor;
2. procurements for which there is no possibility of competition (sole source items); or
3. professional services that require special skill or training (see policy 6741 for guidance on purchasing professional services).
4. *purchases such as surplus or second-hand items from governmental entities, certain food and milk items, or goods and services from municipal hospitals; or*
5. *where the district is purchasing through (or is "piggybacking" onto) the contract of another governmental entity.*

Purchasing when Competitive Bidding Not Required

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, except *as permitted by state law* for procurements:

1. under a county contract;
2. under a state contract;
3. under a federal contract;
4. under a contract of another political subdivision;
5. of articles manufactured in state correctional institutions; or
6. from agencies for the blind and severely disabled.

The district will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law.

Exception to Competitive Bidding

Piggybacking (expires 8/1/2017 unless extended by legislation):

The district may purchase apparatus, materials, equipment and supplies, and contract for services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state or any political subdivision or district therein, provided the contract was let in a manner that constitutes competitive bidding "consistent with state law, and is made available for use by other governmental entities.

Three Prerequisites:

1. The contract must have been let by the United States or any agency thereof, any state or any other political subdivision or district therein. This includes NYS political subdivisions.
2. The contract must have been made available for use by other governmental entities.
3. The contract must have been let in a manner that constitutes competitive bidding consistent with state law". (GML §103 and related case law).

Determining "Consistency with State Law"

- a. Bids must be publicly solicited.
- b. Bids must be submitted as sealed bids or secured bids.
- c. Bid specifications must provide a common standard for bidders to compete fairly.

- d. Bid Award must be to the lowest bidder who materially and substantially meets the bid specifications and is determined to be a responsible bidder.

Cost Savings Justification:

The district shall perform a cost-benefit analysis before utilizing this exception. The analysis should be used to demonstrate whether "piggybacking" is cost effective and should consider all pertinent cost factors, including any potential savings on the administrative expense that would be incurred if the district initiated its own competitive bidding process.

Documentation:

The district shall maintain copies of the contract, analysis of the contract to ensure it meets the three prerequisites stated herein, and cost savings analysis including consideration of other procurement methods.

General Purchasing Provisions

The Superintendent of Schools, with the assistance of the Purchasing Agent, shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the district. Such procedures shall comply with all applicable laws and regulations of the state and the Commissioner of Education.

No Board member, officer or employee of the school district shall have an interest in any contract entered into by the Board or the district, as provided in Article 18 of the General Municipal Law.

Comments will be solicited from those administrators involved in the procurement process before enactment of the district's policies regarding purchasing and from time to time thereafter. The policies must then be adopted by Board resolution. All district policies regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the district's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the district or any officer or employee of the district.

Cross-ref: 6710, Purchasing Authority
6741, Contracting for Professional Services

Ref: Comprehensive Iran Sanctions, Accountability, and Divestment Act of 2010 (Public Law 111-195)
Education Law §§305(14); 409-i; 1604(29-a); 1709(4-a) (9) (14) (22); 2503(7-a); 2554(7-a)
General Municipal Law §§102; 103; 103-g; 104; 104-b; 109-a; 800 et seq.
State Finance Law §§97-g (3), (4), (5); 163; 163-b; 165-a
County Law §408-a (2)

Revision: February 26, 2013

PURCHASING REGULATION

6700-R

The following sets forth the procedures for the procurement of goods and services by the district:

I. Definitions

Best value: optimizing quality, cost and efficiency. The basis for best value shall reflect, whenever possible, objective and quantifiable analysis, and may also take into consideration small businesses or certified minority- or women-owned businesses as defined in State Finance Law §163.

Purchase Contract: a contract involving the acquisition of commodities, materials, supplies or equipment

Public Work Contract: a contract involving services, labor or construction

II. General Municipal Law

The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

III. Competitive Bidding Required

A. Method of Determining Whether Procurement is Subject to Competitive Bidding

1. The district will first determine if the proposed procurement is a purchase contract or a contract for public work.
2. If the procurement is either a purchase contract or a contract for public work, the district will then determine whether the amount of the procurement is above the applicable monetary threshold as set forth above.
3. The district will also determine whether any exceptions to the competitive bidding requirements (as set forth below) exist.
4. All advertised bids shall include the following statement required by General Municipal Law 103-g: "By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law."

B. Contract Combining Professional Services and Purchase

In the event that a contract combines the provision of professional services and a purchase, the district, in determining the appropriate monetary threshold criteria to apply to the contract, will determine whether the professional service or the purchase is the predominant part of the transaction.

C. Opening and Recording Bids; Awarding Contracts

The Executive Director for Finance and Operations will be authorized to open and record bids. Contracts will be awarded to the lowest responsible bidder or a purchase contract bid of best value (as recommended by the Executive Director for Finance and Operations), who has furnished the required security after responding to an advertisement for sealed bids.

In order to be considered a responsible bidder, entities must certify that they are not on the list created and maintained by the State Office of General Services cataloging significant investment in the Iranian energy sector. Such statement may be submitted electronically pursuant to General Municipal Law §103(1).

Entities that cannot make this certification may only be awarded the bid if:

1. The entity's investment activities in Iran were made before April 12, 2012; the investment activities in Iran have not been expanded or renewed after that date; and the entity has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The district makes a determination, in writing, that the goods or services are necessary for the district to perform its functions and that, absent such an exemption, the district would be unable to obtain the goods or services for which the contract is offered.

D. Documentation of Competitive Bids

The district will maintain proper written documentation which will set forth the method in which it determined whether the procurement is a purchase or a public work contract.

E. Purchase of Instructional Materials

In accordance with Education Law the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats (i.e., any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the district, including but not limited to Braille, large print, open and closed captioned, audio or an electronic file in an approved format.)

The district will establish and follow a plan to ensure that every student with a disability who needs his or her instructional materials in an alternative format will receive those materials at the same time that they are available to non-disabled students.

F. Leases of Personal Property

In addition to the above-mentioned competitive bidding requirements, section 1725 of the Education Law requires that the district will be subject to competitive bidding requirements for purchase contracts when it enters into a lease of personal property.

Documentation: The district will maintain written documentation such as quotes, cost-benefit analysis of leasing versus purchasing, etc.

G. Environmentally-Sensitive Cleaning and Maintenance Products

The district will purchase and utilize environmentally sensitive cleaning and maintenance products whenever feasible. The Executive Director for Finance and Operations will consult with the Green Guidelines provided by the Office of General Services.

Any legal issues regarding the applicability of competitive bidding requirements will be presented to the school attorney for review.

IV. **Exceptions to Competitive Bidding Requirements**

The district will not be subject to competitive bidding requirements when the Board of Education, in its discretion, determines that one of the following situations exists:

1. Emergency situations where:
 - a. the situation arises out of an accident or unforeseen occurrence or condition;
 - b. a district building, property, or the life, health, or safety of an individual on district property is affected; or
 - c. the situation requires immediate action which cannot await competitive bidding.

However, when the Board passes a resolution that an emergency situation exists, the district will make purchases at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

Documentation: The district will maintain records of verbal (or written) quotes, as appropriate;

2. When the district purchases surplus or second-hand supplies, materials or equipment from the federal or state governments or from any other political subdivision or public benefit corporation within the state.

Documentation: The district will maintain market price comparisons (verbal or written quotes) and the name of the government entity;

3. When the Board separately purchases eggs, livestock, fish and dairy products (other than milk), juice, grains and species of fresh fruits and vegetables directly from *New York State* producers or growers or associations of producers and growers, subject to the requirements of *General Municipal Law §103(9) and Commissioner's Regulations §114.3*. The amount expended in any fiscal year by the district may not exceed an amount equal to [fifteen] *twenty* cents multiplied by the number of days in the school year multiplied by the total enrollment of the district.

Documentation: The district will maintain documentation consistent with sections 114.3 of the Regulations of the Commissioner of Education;

4. When the Board separately purchases milk directly from licensed milk processors employing less than forty (40) people. The amount expended in any fiscal year by the district may not exceed an amount equal to twenty-five cents multiplied by the number of days in the school year multiplied by the total enrollment of the district or exceed the current market price.

Documentation: The district will maintain documentation consistent with section 114.4 of the Regulations of the Commissioner of Education;

5. When the district purchases goods, supplies and services from municipal hospitals under joint contracts and arrangements entered into pursuant to section 2803-a of the Public Health Law.

Documentation: The district will maintain the legal authorization, Board authorization and market price comparisons; or

6. When there is only one possible source from which to procure goods or services required in the public interest.

Documentation: The district will maintain written documentation of the unique benefits of the item or service purchased as compared to other items or services available in the marketplace; that no other item or service provides substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the item or service is reasonable, when compared to conventional methods. In addition, the documentation will provide that there is no possibility of competition for the procurement of the goods.

7. When the district purchases professional services that require special skill or training, such as but not limited to, audit, medical, legal or insurance services, or property appraisals.

Documentation: The district will keep proper documentation in accordance with policy 6741.

8. *When the district purchases through the contracts of (or "piggybacks" onto) other governmental entities, as authorized by law, for certain goods and services permitted by law. Factors relevant to the decision to "piggyback" may include cost, staff time, delivery arrangements, quality of goods and services, and suitability of such goods and services to the district's needs.*

Documentation: The district will keep documentation indicating why "piggybacking" is in the best interests of the district, and that the originating contract was let in a manner consistent with applicable competitive bidding requirements.

V. Quotes When Competitive Bidding Not Required

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies in the best interests of the taxpayers. Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, as set forth below.

A. Methods of Documentation

1. Verbal Quotations: the telephone log or other record will set forth, at a minimum, the date, item or service desired, price quoted, name of vendor, name of vendor's representative;
2. Written Quotations: vendors will provide, at a minimum, the date, description of the item or details of service to be provided, price quoted, name of contact. For example, with regard to insurance, the district will maintain documentation that will include bid advertisements, specifications and the awarding resolution. Alternatively, written or verbal quotation forms will serve as documentation if formal bidding is not required.
3. Requests for Proposals: the district will utilize RFP's to engage professional services providers in accordance with policy 6741.

B. Purchases/Public Work: Methods of Competition to be Used for Non-Bid Procurements; Documentation to be Maintained

The district will require the following methods of competition be used and sources of documentation maintained when soliciting non-bid procurements in the most cost-effective manner possible:

1. Purchase Contracts up to \$20,000
 - a. Contracts from \$2,501 to \$5,000:
Three Verbal quotes or a written quote.
Documentation will include notations of verbal quotes.
 - b. Contracts in excess of \$5001 to \$20,000:
Three Written quotes
2. Public Work Contracts up to \$35,000
 - a. Contracts in excess of \$20,001 to \$35,000:
Three Written quotes

VI. Quotes Not Required When Competitive Bidding Not Required

The district will not be required to secure alternative proposals or quotations for those procurements as permitted by state law:

1. under a county contract;
2. under a state contract;
3. under a federal contract;
4. under a contract of another political subdivision;
5. of articles manufactured in state correctional institutions; or
6. from agencies for the blind and severely disabled.

VII. Procurements from Other than the "Lowest Responsible Dollar Offeror"

The district will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law.

VIII. Internal Control

The Board authorizes the Superintendent of Schools, with the assistance of the Executive Director for Finance and Operations, to establish and maintain an internal control structure to ensure, to the best of their ability, that the district's assets will be safeguarded against loss from unauthorized use or disposition, that transactions will be executed in accordance with the law and district policies and regulations, and recorded properly in the financial records of the district.

Comments will be solicited from those administrators involved in the procurement process before enactment of the district's regulations regarding purchasing and from time to time thereafter. The regulations must then be adopted by Board resolution. All district regulations regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the district's regulations regarding procurement will not be grounds to void action taken or give rise to a cause of action against the district or any officer or employee of the district.

IX. Confirming Purchase Orders

A verbal order, subject to subsequent confirmation by a written purchase order, may be given only in cases where necessity for immediate action exists, an emergency. Naturally, such a deviation from "the norm" should have a very limited use.

The individual placing such an order should justify the need for this action. Lack of proper planning should not be considered a valid reason for this process. A confirming order should be issued immediately after availability of funds is determined and certified to. This order should follow the same procedures as other orders but should have priority so that the vendor will receive the order without delay. The order should be marked "confirming PO".

The district should notify all administrators and employees that it will not be responsible for orders placed in this manner unless a confirming order has been cleared by the Purchasing Agent. If a confirming order is disapproved, the materials or supplies should be returned, if possible. The Purchasing Agent, administrator, and vendor should be notified immediately and appropriate steps taken.

Promulgated: 11/7/11

Revised: 1/8/13

FREE AND REDUCED PRICE MEAL SERVICES

The Board of Education recognizes that the nutrition of district students is an important factor in their educational progress. The Board therefore shall participate in federally funded school lunch programs, and shall provide free (or reduced price) meal services to qualified district students.

Availability, Application & Notification

Notice of the availability of the free (and reduced price) meal programs will be sent to the homes of students, local media, the local unemployment office and large employers experiencing layoffs in the area from which the district draws its attendance. Any child who is a member of a family unit whose income is below the federally established scale shall be eligible to receive such services.

- a. Application forms will be available in the main office of each elementary school, in the JHS and SHS cafeterias, in the School Lunch office, and on the district website. Applications can be completed and submitted at any time during the year.*
- b. Completed forms must be submitted to an elementary building principal (or his/her designee), the JHS or SHS cafeteria cashiers, or the School Lunch Office.*
- c. The parent or guardian will be informed of the family eligibility status from the School Lunch department within one week of receiving a properly completed application.*

Applications will be kept confidential.

Upon written request, the Executive Director for Finance & Operations will hear appeals of determinations regarding such services in compliance with federal regulations governing the National School Lunch Program.

In addition, in order to reach students who are categorically eligible for free (and reduced price) meals and to comply with state law, three times per school year, the Executive Director for Finance & Operations and/or his/her designee, will review the list made available by the State Education Department of children ages three to eighteen who are in households receiving federal food assistance, Medicaid benefits (for certain recipients), or Temporary Assistance for Needy Families (TANF) to identify students within the district. The district will send a notice to those families apprising them of their student's eligibility to participate in the school meal programs without further application. Parents may decline participation by informing the district in writing. If the service is declined, the student will be removed from the eligibility list.

The building principal in conjunction with the school lunch manager will establish meal time procedures that both protect the anonymity of the students and allow for proper accounting.

Community Eligibility

If the district can show that the percentage of students eligible for free school meals at any one school, or group of schools, or the entire school district, is at least 40%, the district may elect for the school, schools or district to participate in the Community Eligibility option. Pursuant to federal law and regulations, the school would provide all students at that school or schools with free breakfast and lunch, pursuant to federal regulations. The district would receive federal reimbursement corresponding to the percentage of eligible students. If the

reimbursement received by the district is not sufficient to cover total non-profit school food service costs, non-federal funds must be used to pay the difference.

Pursuant to federal regulations, under the Community Eligibility option, student eligibility is based on household receipt of food assistance (Supplemental Nutrition Assistance Program (SNAP) or Food Distribution Program on Indian Reservations (FDPIR)), income assistance (TANF), or Medicaid benefits (for certain income levels), student participation in Head Start, or recognition of the student as homeless, runaway, migrant, or in foster care.

All affected households will receive prior notification that the school is operating under the Community Eligibility provision.

Ref: *National School Lunch Act of 1946, as amended, (42 U.S.C. §§1751-1760)*

Child Nutrition Act of 1966, as amended, (42 USC §§1771 et seq.)

7 CFR Pat 245 (245.2, Definitions; 245.5, public announcement; 245.6, categorical eligibility and direct certification/verification.)

Social Services Law §95(7)

US Department of Education guidance document, The Community Eligibility Provision and Selected Requirements Under Title I, January 2014, www.ed.gov/programs/titleiparta/13-0381_guidance.doc

Adoption date:

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 & Instruction* [Assistant Superintendent for Human Resources] In the absence of both, refer matters to the *Executive Director for Human Resources* [Executive Director for Curriculum & Instruction]. In the absence of all three, refer matters to the Executive Director for Finance and Operations.

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

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 30th and September 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