

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – FEBRUARY 10, 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 27, 2015
(Held on February 3, 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:

Wellness Policy Presentation

Mrs. Christine Tona, Executive Director for Curriculum & Instruction

Mrs. Jeannette Frabizio, School Lunch Manager

12. Business Agenda [****Consent Agenda Items**]
 - A. **BOARD OF EDUCATION**
 - ** (R) Approval of Service Agreement between the West Babylon Union Free School District and SCOPE for the purpose of SCOPE operating a PreSchool Program, within the District, during the 2015-2016 School Year (Res. #BE-1)
 - ** (R) Approval of the South Huntington Union Free School District to provide Special Education Services to Parentally Placed West Babylon School District Resident Students, with Disabilities, during the 2014-2015 School Year (Res. #BE-2)
 - ** (R) Approval of the Massapequa 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 Bay Shore Union Free School District to provide Health Services to West Babylon School District Resident Students during the 2014-2015 School Year (Res. #BE-4)

- B. PERSONNEL**
 - ** (R) 14-P-14 Professional Personnel
 - ** (R) 14-C-14 Civil Service Personnel (Res. #PE-1)
 - C. FINANCE**
 - ** (R) Acknowledgement of Receipt of October, November and December, 2014 Claims Auditor Reports and Recommendations (Res. #FI-1)
 - ** (R) Budget Transfers (Res. #FI-2)
 - D. CURRICULUM**
 - ** (R) Mandatory State Education Department Field Testing Resolution (Res. #CU-1)
13. Policy Review:
- A. Board Review-Programs for English Language Learners (Second Time Discussion) (File:4326)
 - B. Board Review-Computer Use in Instruction (Second Time Discussion) (File:4526)
 - C. Board Review-Child Abuse, Maltreatment or Neglect in a Domestic Setting (Second Time Discussion) (File:5460)
 - D. Board Review-Purchasing (Second Time Discussion) (File:6700)
 - E. Board Review-Free and Reduced Price Meal Services (Second Time Discussion) (File:8520)
 - F. Board Review-Management Team (Third Time Adoption) (File:3210)
 - G. Board Review-Executive Director for Curriculum and Instruction (Third Time Adoption) (File:3210-E.1)
 - H. Board Review-Executive Director for Human Resources (Third Time Adoption) (File:3210-E.2)
 - I. Board Review-Organization Chart (Third Time Adoption) (File:3220)
14. Board of Education Committee Reports
15. Old Business
16. New Business
17. Follow-Up to Residents' Statements
18. Statements of Residents re: other district items [15 minutes-limited to 3 minutes per speaker]*
19. Adjournment [This should take place by 11:00 P.M.]

*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 27, 2015 (Meeting held on February 3, 2015)	-----	-----
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 – FEBRUARY 10, 2015
RESOLUTIONS

BOARD OF EDUCATION

****#BE-1**

RESOLVED: that the West Babylon Board of Education supports state, local and federal efforts to invest in high quality Preschool for its resident students and hereby approves the service agreement with SCOPE for the purpose of operating a Preschool Program within the District. The term of the Agreement shall commence on September 1, 2015 and end on June 30, 2016.

****#BE-2**

RESOLVED: that the West Babylon Board of Education approves the following school district to provide special education services to parentally-placed West Babylon School District resident students, with disabilities, during the 2014-2015 school year:

South Huntington Union Free School District

****#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:

Massapequa 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:

Bay Shore Union Free School District

PERSONNEL

****#PE-1**

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

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

FINANCE

***FI-1

RESOLVED: that the West Babylon Board of Education acknowledges receipt of the October, November and December, 2014 claims auditor's reports and recommendations.

***FI-2

RESOLVED: that the West Babylon Board of Education approves the following budget transfers which re-establish payroll encumbrances:

<i>ACCOUNT CODE</i>	<i>ACCOUNT CODE DESCRIPTION & TRANSFER EXPLANATION</i>	<i>FROM</i>	<i>TO</i>
A2110.1310	Salary Adjustments & New Hires	\$117,100.00	
A1240.1500	Superintendent Salary		\$ 500.00
A1240.1600	Superintendent Clerical Salaries		\$ 2,000.00
A1310.1600	Business Office Staff Salaries		\$ 3,500.00
A1430.1600	Personnel Assistant Superintendent Clerical Salaries		\$ 2,500.00
A1620.1600	Buildings & Grounds Custodial Salaries		\$ 9,500.00
A2010.1600	Assistant Superintendent Clerical Salaries		\$ 1,000.00
A2020.1600	Principal Clerical Salaries		\$ 4,100.00
A2250.1600	Special Education Clerical		\$ 1,500.00
A2610.1600	Library Clerical		\$ 500.00
A2630.1500	Instructional Salaries Tech		\$ 5,000.00
A2810.1600	Guidance Clerical Salaries		\$55,000.00
A2815.1600	Non Instructional Salaries		\$ 1,000.00
A2820.1500	Psychologist Salaries		\$30,000.00
A2855.1600	Athletics Clerical Salaries		\$ 1,000.00
	Salary Reconciliation		

CURRICULUM

**#CU-1

WHEREAS, mandatory New York State assessment tests in ELA and math are given to New York students in grades 3 through 8 during April of each school year which is the beginning of the fourth quarter of the school year. The West Babylon Union Free School District Board of Education believes this timing is dictated by the needs of the State Education Department teachers' and principals' accountability system, known as APPR;

WHEREAS, these mandatory tests are developed, in part, through the administration of additional "field tests" used by testing companies to develop appropriate questions for future tests;

WHEREAS, the Board of Education believes the testing companies realize a commercial profit by using children and taxpayer resources to advance their business plans;

WHEREAS, in the past, a district's participation in these "field tests" was on a voluntary basis;

WHEREAS, the State Education Department has proposed amending certain Regulations of the Commissioner of Education such that New York school districts would be required to administer the "field tests". The Board of Education believes this will result in the use of more instructional time for the purpose of advancing a mandatory testing system organized and based, in part, on APPR, not on the basis of what is best for children;

WHEREAS, the Regents are considering the proposal of the State Education Department to make the administration of these "field tests" mandatory; and

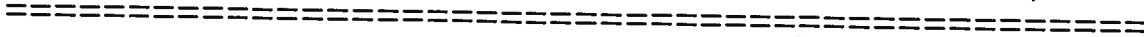
NOW, THEREFORE, BE IT RESOLVED, that the West Babylon Board of Education disagrees strongly with any additional mandatory testing and urges the Regents to reject the State Education Department's proposal to make "field tests" mandatory and to reconsider its approach to assessing student learning and teacher and/or principal effectiveness. The Board of Education believes that a decision to increase mandatory testing would hurt children and abuse the public trust by subsidizing private enterprise without public discussion. Regardless of the outcome, the Board of Education and the Superintendent will comply with federal and state laws and regulations.

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - FEBRUARY 10, 2015

PERSONNEL

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



PROFESSIONAL PERSONNEL SCHEDULE

I. Professional Personnel Schedule 14-P-14

- A. Family Medical Leaves
- B. Additional Section Increase/JH
- C. S.A.T. Proctors
- D. Tutorials
- E. Elementary Gym Night Advisors
- F. Spring, 2015 Coaching
- G. Spring, 2015 Student Teachers/Observers
- H. 2014-2015 Per Diem Substitute

CIVIL SERVICE PERSONNEL SCHEDULE

II. Civil Service Personnel Schedule 14-C-14

- A. Leave of Absence Requests
- B. Night Supervisor Stipend
- C. Priority List Recall
- D. Probationary Appointments
- E. 2014-2015 Per Diem Substitute

SCHEDULE 14-P-14 Professional Personnel Schedule

Date of Meeting: February 10, 2015

Page 1 of 3 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Rayola, Michael	Phys. Ed. Tchr.	FA		12/8/14 -	Family Medical Leave
Hearns, Gabrielle	Foreign Lang. Tchr.	HS		1/12/15 -	Family Medical Leave
Delaney, Kevin	Elementary Tchr.	JH		2/2/15 -	Family Medical Leave
Butler, Kenneth	Music Tchr.	JH		2/4/15 -	Family Medical Leave
Additional Section Increase:				2/2/15	
Powers, Daniel	Special Education (.8)	JH	Step A-7-1/ \$63,631. (prorate @ 80%)		[from .6)
S.A.T. Proctors:			\$22.47/hr.	1/24/15	
Simone, Linda					4 hrs.
Powers, Brian					5.5 hrs.
Powers, Daniel					5.5 hrs.
Borgo, Danielle					6 hrs.
Heaton, Bryan					6 hrs.
Heaton, Elise					6 hrs.
Iaquinto, Christine					6 hrs.
Kohler, Amy					6 hrs.
McArdle, Patrick					6 hrs.
McGrath, Donna					6 hrs.
Mucaria, Donna					6 hrs.
Ruiz, Lawrence					6 hrs.
Montalvo, Andrea					9 hrs.
Montalvo, Christina	Test Supervisor				9 hrs.
Tutorials:			\$37.14/session	January-June, 2015	611 IDEA GRANT [25 sessions]
Fazio, Hillary	Special Ed. Tchr.				

SCHEDULE 14-P-14 Professional Personnel Schedule

Date of Meeting: February 10, 2015

Page 2 of 3 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<u>Elementary Gym Night Advisors:</u>				2014-2015	
<u>Forest Avenue</u>					
Riviezza, Frances			\$95.54/hr.		up to 6 hrs.
<u>John F. Kennedy</u>					
Carcone, Maria			\$91.02/hr.		up to 6 hrs.
Haug, Christopher			\$84.32/hr.		up to 6 hrs.
<u>Santapogue</u>					
DiStefano, Giovanni			\$74.36/hr.		up to 6 hrs.
<u>South Bay</u>					
DiStefano, Giovanni			\$74.36/hr.		up to 6 hrs.
Haug, Christopher			\$84.32/hr.		up to 6 hrs.
Russa, Michael			\$84.32/hr.		up to 6 hrs.
<u>Coaches:</u>				Spring, 2015	
Adamkiewicz, Felix	JV Head	Softball	\$5,189.		
<u>Volunteer Coach:</u>				Spring, 2015	
Taylor, Kevin	Varsity	Lacrosse(B)	-\$0-		
<u>Part-time Athletic Trainer:</u>				2014-2015	
Haug, Christopher			\$30./hr.		[resignation]
Borrusa, Robert			\$30./hr.		[repl. C. Haug]
<u>Student Teachers/Observers:</u>				Spring, 2015	
D'Errico, Michelle	Art	JH			
Ovadia, Megan	Special Ed.	FA			
Zivali, Betul	Science	HS			
<u>Per Diem Substitute:</u>				2014-2015	
Leonard, Matthew					[cert: social studies 7-12]

SCHEDULE 14-C-14 Civil Service Personnel Schedule

Date of Meeting: February 10, 2015

Page 3 of 3 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Schultz, Ruth	Paraprofessional (school teacher aide)	JH		12/7/14-6/30/15	Leave of Absence
Gaudio, Kerri	Paraprofessional (school teacher aide)	SA		1/5/15-2/12/15	Leave of Absence [extension]
Caton, Michael	Custodial Wrkr. II	JH	\$2,100. (prorate)	12/1/14	[night supervisor]
<u>The following paraprofessional is being recalled from the Priority List:</u>					
Battista, Sylvia	Paraprofessional (school monitor)	JK	Step 2/ \$14.16/hr.	2/11/15	
Reese, Kelly	Paraprofessional (special ed. aide)	JK	Step 1/ \$13.50/hr.	2/11/15	Probationary Appt.
*Castellano, Michelle	Paraprofessional (school monitor)	SA	Step 1/ \$13.50/hr.	2/11/15	Probationary Appt.
Holder, Kathleen	School Bus Driver	Trans.	Step 1/ \$19.93 /hr.	2/11/15	Probationary Appt.
<u>Per Diem Substitute:</u> Huberman, Alan		Trans.	\$17./hr.	2014-2015	School Bus Driver

*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - FEBRUARY 10, 2015

POLICY

- A. Board Review-Programs for English Language Learners (Second Time Discussion) (File:4326)
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PROGRAMS FOR ENGLISH LANGUAGE LEARNERS

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

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

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

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. In the absence of both, refer matters to the Executive Director for Finance and Operations. In the absence of all three, refer matters to the Executive Director for Human Resources.

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

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

Executive Director for Curriculum and 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, 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 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.
 - (m) To oversee the technology responsibilities undertaken by the Coordinator of K-12
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Student Data and Instructional Technology.

- (n) Responsible for the preparation, submission and utilization of federal and state grant funding.
- (o) 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, 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.
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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

Executive Director for Human Resources**3210-E2**

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

II. GENERAL ADMINISTRATION

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

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

WEST BABYLON SCHOOLS ORGANIZATION CHART 2015

FILE: 3220
Third Time Adoption 2/10/15

