

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – AUGUST 25, 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

[6:00 P.M. - Meeting Convenes Followed by Student Presentation and/or Executive Session]

[7:00 P.M. - Public Session Resumes Beginning with Item #3]

3. Approval of minutes of previous meeting(s): Special Meeting: July 28, 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:

A. Assessment Results for 2014-2015
Mrs. Christine Tona, Executive Director for Curriculum & Instruction

B. Security Enhancements Update
Dr. Yiendhy Farrelly, Superintendent of Schools

12. Business Agenda [****Consent Agenda Items**]

A. BOARD OF EDUCATION

- ** (R) Approval of the Services Agreement, with Dr. Donna Geffner, to provide Auditory Processing Services, to West Babylon School District Resident Students, during the Period June 1, 2015 through June 30, 2016 (Res. #BE-1)
- ** (R) Approval of the Consultant Services Agreement, between Little Angels Center, Inc., and the West Babylon Union Free School District, for the 2015-2016 School Year (Res. #BE-2)

Continued.....

- ** (R) Approval of Syosset Central School District to provide Special Education Services, to West Babylon School District Resident Students, with Disabilities, for the Period March 1, 2015 through June 30, 2015 (Res. #BE-3)
- ** (R) Approval of the Special Education Services Agreement, with Achieve Beyond, for the 2015-2016 School Year (Res. #BE-4)
- ** (R) Approval of the Consultant Services Agreement, with Abilities, Inc. (d/b/a Nathaniel H. Kornreich Technology Center), for the 2015-2016 School Year (Res. #BE-5)
- ** (R) Approval of Pool Usage Agreement with Deer Park Union Free School District during the Period August, 2015 through November, 2015 (Res. #BE-6)
- ** (R) Approval of Contract between Silver Strong & Associates LLC. and the West Babylon Union Free School District for the 2015-2016 School Year (Res. #BE-7)
- ** (R) Authorization for the Board of Education President and the Superintendent of Schools to Sign the Amended Employment Agreement with the Curriculum Specialist (Res. #BE-8)
- ** (R) Authorization for the Board of Education President and the Superintendent of Schools to Sign an Employment Agreement with the Social Worker Consultant for the Period July 1, 2015 through June 30, 2016 (Res. #BE-9)
- ** (R) Waiver of Use of Facilities Fees (Res. #BE-10 through Res. #BE-11)
- ** (R) Authorization for the Board of Education President and the Superintendent of Schools to Sign an Employment Agreement with the Santapogue School Interim Principal (Res. #BE-12)

B. PERSONNEL

- ** (R) 15-P-3 Professional Personnel
- ** (R) 15-C-3 Civil Service Personnel (Res. #PE-1)

C. FINANCE

- ** (R) Authorization of Correction to **FI-3 (May 27, 2015 BOE Agenda) (**#FI-1)
- ** (R) Approval of Inter-Municipal Agreement for Cooperative Transportation Services with the North Babylon Union Free School District for the 2015-2016 School Year (Res. #FI-2)
- ** (R) Approval of the Sole Source Provider, Black Bear Co., Inc., to provide Transportation Fleet Fluids, for the 2015-2016 School Year (Res. #FI-3)
- ** (R) Designation of Non-Calendar Religious Holidays for the 2014-2015 School Year (Res. #FI-4)
- ** (R) Budget Transfers (Res. #FI-5 through Res. #FI-7)
- ** (R) Acceptance of Donation (Res. #FI-8)
- ** (R) Approval of the June and July, 2015 Treasurer's Reports (Res. #FI-9)
- ** (R) Award of Lockwood, Kessler & Bartlett, Inc. Bid (Res. #FI-10)

D. CURRICULUM

- ** (R) Establishment of a New Senior High School Afterschool Performing Group (Res. #CU-1)
- ** (R) Declaration of Obsolete Santapogue School Library Books (Res. #CU-2)

E. FACILITIES

- ** (R) Declaration of Obsolete Equipment (Res. #FA-1)

13. Policy Review:
 - A. Board Review - Sexual Harassment (First Time Reading) (File:0110)
 - B. Board Review - Sexual Harassment-Regulations (Revision) (File:0110-R)
 - C. Board Review - Evaluation of the Superintendent (Second Time Discussion) (File:0320)
 - D. Board Review - Superintendent Evaluation Exhibit (Revision) (File:0320-E.1)
 - E. Board Review - Agenda Format (Third Time Adoption) (File:2350)
 - F. Board Review - Contracting for Professional Services (First Time Reading) (File:6741)
 - G. Board Review – Disclosure of Wrongful Conduct (First Time Reading) (File:9645)
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 10:00 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
July 7, 2015	-----	-----
June 23, 2015	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – AUGUST 25, 2015

RESOLUTIONS

BOARD OF EDUCATION

****#BE-1**

RESOLVED: that the West Babylon Board of Education approves the service agreement, with Dr. Donna Geffner, to provide auditory processing services to West Babylon School District resident students, for the period June 1, 2015 through June 30, 2016.

****#BE-2**

RESOLVED: that the West Babylon Board of Education approves the consultant services agreement, with Little Angels Center, Inc., and the West Babylon Union Free School District, for the 2015-2016 school year.

****#BE-3**

RESOLVED: that the West Babylon Board of Education approves the following school district to provide special education services, to West Babylon School District resident students, with disabilities, for the period March 1, 2015 through June 30, 2015:

Syosset Central School District

****#BE-4**

RESOLVED: that the West Babylon Board of Education approves the special education services agreement between Achieve Beyond and the West Babylon Union Free School District for the 2015-2016 school year.

***BE-5

RESOLVED: that the West Babylon Board of Education approves the consultant services agreement between Abilities, Inc. (d/b/a Nathaniel H. Kornreich Technology Center) and the West Babylon Union Free School District, for the 2015-2016 school year.

***BE-6

RESOLVED: that the West Babylon Board of Education approves an agreement with Deer Park Union Free School District for the exclusive use of its natatorium, at a cost of \$12,000 for the West Babylon Girls' Varsity Swim Team, for the sole purpose of team practice. This agreement shall be in effect from August, 2015 through November, 2015.

***BE-7

RESOLVED: that the West Babylon Board of Education approves the signing of a contract between Silver Strong & Associates LLC and the West Babylon Union Free School District, for the 2015-2016 school year.

***BE-8

RESOLVED: that the West Babylon Board of Education approves the Board President and the Superintendent of Schools to sign the amended Employment Agreement with the Curriculum Specialist, Jennifer Hoffman. The term start date of the agreement has been changed from August 3, 2015 to July 31, 2015.

***BE-9

RESOLVED: that the West Babylon Board of Education approves the Board President and the Superintendent of Schools to sign an Employment Agreement with Mr. Steve Manzi, the Social Worker Consultant, for the period July 1, 2015 through June 30, 2016.

***BE-10

RESOLVED: that the West Babylon Board of Education hereby waives the use of facilities fees, for the West Babylon Alumni Foundation, for the following event:

The Wally Alesse & Barry Titone Tribute Concert
Performing Arts Center
Monday, November 9, 2015 (Rehearsal)
Tuesday, November 10, 2015 (Concert)
5:00 PM to 10:00 PM

***BE-11

RESOLVED: that the West Babylon Board of Education hereby waives the use of facilities fees, for the West Babylon Football League, for the following event:

WBFL Youth Cheerleading Competition
Senior High School
Sunday, November 1, 2015
7:00 AM to 7:00 PM

***BE-12

RESOLVED: that the West Babylon Board of Education approves the Board President and the Superintendent of Schools to sign an Employment Agreement with the Santapogue School Interim Principal, Ms. Jeanne Fitzgerald, for the period starting August 27, 2015 up to and including 15 days.

PERSONNEL

**#PE-1

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

15-P-3

Professional Personnel

15-C-3

Civil Service Personnel

FINANCE

****#FI-1**

RESOLVED: that the West Babylon Board of Education hereby authorizes the correction of resolution ****#FI-3**, which appeared on the May 27, 2015 Board of Education agenda, to read as follows: “Employee Benefit Accrued Liability Reserve” in place of “Compensated Absences”:

FI-3 approved on May 27, 2015:

Reserves	Transfers Not To Exceed
Workers Compensation	\$ 250,000.00
Unemployment	\$ 250,000.00
Compensated Absences	\$ 250,000.00
Employees’ Retirement	\$ 250,000.00
Total Reserves	\$1,000,000.00

***Resolution corrected on August 25, 2015 to read:**

Reserves	Transfers Not To Exceed
Workers Compensation	\$ 250,000.00
Unemployment	\$ 250,000.00
Employee Benefit Accrued Liability Reserve	\$ 500,000.00
Employees’ Retirement	\$2,000,000.00
Total Reserves	\$3,000,000.00

*Based on the results of our financial statement audit, we were advised to increase the amounts we are authorized to transfer into reserves.

****FI-2**

RESOLVED: that the West Babylon Board of Education approves the inter-municipal agreement for cooperative transportation services, with the North Babylon Union Free School District, for the 2015-2016 school year. Both districts desire to cooperate in the provision of bus transportation services for students for the purpose of receiving costs savings. These students are residents of the parties’ respective school districts, but attend non-public schools currently serviced by both school districts.

****FI-3**

RESOLVED: that in order to ensure optimal performance of the transportation fleet, the following company is designated, by the West Babylon Board of Education, as the sole source provider of fleet fluids, for the 2015-2016 school year:

Black Bear Co., Inc.

****FI-4**

RESOLVED: that the following dates be designated as non-calendar religious holidays for the 2014-2015 school year:

Rosh Hashanah	9/24/14
Waqf al Arafa-Hajj Day	10/3/14
Birth of the Ba'b	10/20/14
Guru Nanak Dev Sahib Birthday	11/6/14
Day of the Covenant	11/26/14
Rohatsu-Bodhi Day	12/8/14
Feast Day of Our Lady of Guadalupe	12/12/14
Hanukkah	12/17/14-12/19/2014
Mahayana New Year	1/5/15
Feast of the Nativity	1/7/15
Maghi	1/13/15
Candemas	2/2/15
Setsubun-sai	2/3/15
Clean Monday-Great Lent Begins	2/23/15
Holi	3/6/15
Saint Patrick's Day	3/17/15
Holy Friday	4/10/15
Visakha Puja-Buddha Day	5/4/15

****FI-5**

RESOLVED: that the West Babylon Board of Education approves the following budget transfers for the 2014-2015 school year:

<i>ACCOUNT CODE</i>	<i>ACCOUNT CODE DESCRIPTION & TRANSFER EXPLANATION</i>	<i>FROM</i>	<i>TO</i>
A2250.4490	Special Education Professional Services	\$ 50,000.00	
A2110.4700	Tuition Foster Care		\$ 50,000.00
	Accrue 2014-015 Foster Payable		

****FI-6**

RESOLVED: that the West Babylon Board of Education approves the following budgetary adjustment for the close of the 2014-2015 school year:

<i>ACCOUNT CODE</i>	<i>ACCOUNT CODE DESCRIPTION & TRANSFER EXPLANATION</i>	<i>FROM</i>	<i>TO</i>
A9060.8000	Health Insurance	\$200,000.00	
A2250.4700	Tuition		\$200,000.00
	Adjustment to budget for tuition payable 6/30/15.		

****FI-7**

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

<i>ACCOUNT CODE</i>	<i>ACCOUNT CODE DESCRIPTION & TRANSFER EXPLANATION</i>	<i>FROM</i>	<i>TO</i>
A2110.1200	Teacher Salaries K-6	\$ 30,000.00	
A2122.4660	PAC Maintenance		\$ 30,000.00
	Additional funds for PAC Maintenance		
A2110.1200	Teacher Salaries K-6	\$130,000.00	
A1620.4490	Security Services		\$130,000.00
	SUMMIT Security Contract for 2015-2016 School Year		

****FI-8**

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$178.31, from William Morrell, Esq., Van Nostrand & Martin, the district's school attorney, for the purchase of a new American Flag and stand to replace the flag and stand destroyed as a result of the February, 2015 flood in the Administration Board Room.

****FI-9**

RESOLVED: that the West Babylon Board of Education approves the Treasurer's Reports for the months of June and July, 2015.

****FI-10**

RESOLVED: that the West Babylon Board of Education approves Lockwood, Kessler & Bartlett, Inc., as the lowest responsible bidder, for the survey and site work at the Senior High School, in accordance with the capital project.

CURRICULUM

***CU-1

RESOLVED: that the West Babylon Board of Education approves the establishment of a new afterschool performing group. The group will be called the “Symphonic Orchestra” and is similar to the jazz bands and choral group. Ms. Barbara Kelly, Senior High School music teacher, will serve as the unpaid advisor.

***CU-2

RESOLVED: that the West Babylon Board of Education declares 35 books (list attached) from the Santapogue School library, obsolete. These books are damaged beyond repair and contain outdated information.

FACILITIES

***FA-1

RESOLVED: that the West Babylon Board of Education declares the following pieces of equipment, located in the Special Education Department, obsolete:

(1) Phonak N17 with case	05-CC17709
EasyLink IC 2262a-TX7	0916N0330W
ZoomLink IC 2262a-TX7	0830N10PA

These items are no longer required by the Department.

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - AUGUST 25, 2015

PERSONNEL

(R) Schedules: 15-P-3 Professional Personnel
 15-C-3 Civil Service Personnel (**#PE-1)



PROFESSIONAL PERSONNEL SCHEDULE

I. Professional Personnel Schedule 15-P-3

- A. Family Medical Leaves
- B. Leave of Absence Request
- C. Resignations/Retirement
- D. Interim Elementary Principal/SA
- E. Regular Substitute Appointment
- F. Part-Time Appointments
- G. PEL Recall
- H. Probationary Appointments
- I. 2015-2016 Additional Sections/HS
- J. 2015-2016 Clubs & Advisors/JH
- K. Fall, 2015 Adult Education Instructors/Consultants/Volunteers
- L. 2015 Summer Work/Summer School
- M. 2015-2016 Student Intern
- N. 2015-2016 Per Diem Substitutes

CIVIL SERVICE PERSONNEL SCHEDULE

II. Civil Service Personnel Schedule 15-C-3

- A. Family Medical Leaves
- B. Resignation/Retirement
- C. LOA Returnees
- D. Probationary Appointments
- E. Maintenance Supervisor - Stipend
- F. 2015-2016 Per Diem Substitutes

SCHEDULE 15-P-3 Professional Personnel Schedule

Date of Meeting: August 25, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Levy, Eleanor	Elem. Principal	SA		8/24/15 -	Family Medical Leave
Elefterion, Eric	Elementary Tchr.	JK		9/1/15 -	Family Medical Leave
Madurka, Cassandra	Social Wrkr.	JH		9/1/15 -	Family Medical Leave
Sparks, Meredith	Special Ed. Tchr.	HS		9/1/15 -	Family Medical Leave
Schad, Melanie	Mathematics Tchr.	HS		9/2/15 -	Family Medical Leave
Homan, Meghan	Elementary Tchr.	SA		First Semester, 2015-2016	Leave of Absence
Schiek, Christine	Regular Substitute/ Elementary Tchr.	JH		7/31/15	Resignation
Selvaggi, Sally-Maria	Mathematics Tchr.	HS		8/28/15	Resignation to Retire
Schafer, Mary	ESL Tchr.	TA		9/1/15	Resignation
Fitzgerald, Jeanne	Interim Elem. Principal	SA	\$500./day	8/27/15	[up to 15 days] [certs: SDA, Nursery, Kgn & Gr. 1-6, Reading, Soc. St. 7-12]

SCHEDULE 15-P-3 Professional Personnel Schedule

Date of Meeting: August 25, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Quinn, Denise	Regular Substitute/ Elementary Tchr.	SA	Step A-5-1/ \$58,511. (prorate)	First Semester 2015-2016, or earlier at district's discretion	[cert: Pre-K-Gr. 6]
Mathis, Violande	PT/Foreign Language Tchr. (.8)	HS	Step A-1-1/ \$48,759. (prorate @ 80%)	9/1/15 - 6/30/16	[certs: French 7-12, Spanish 7-12]
Allar, Amanda	PT/Special Ed. Tchr. (.8)	JH/HS	Step A-1-1/ \$48,759. (prorate @ 80%)	9/1/15 - 6/30/16	[certs: SWD 7-12, ELA 7-12]
Smith Tittmann, Kerry	PT/Elementary Tchr. (.6)	JH	Step A-5-1/ \$58,511. (prorate @ 60%)	9/1/15 - 6/30/16	[certs: Pre-K-6 & Biology 7-9]
Gagliardo, Christina	PT/ESL Tchr. (.6)	JK	Step A-1-1/ \$48,759. (prorate @ 60%)	9/1/15 - 6/30/16	[certs: pending ESL Certification, Ch. Ed. 1-6, SWD B-2 & 1-6]
Saar, Wendy	PT/Speech Tchr. (.4)	DW	Step A-5-1/ \$58,511. (prorate @ 40%)	9/1/15 - 6/30/16	[cert: Speech and Lang. Dis.]
Zito-Farello, Mary	PT/FACS Tchr. (.3)	JH	Step A-5-1/ \$58,511. (prorate @ 30%)	9/1/15 - 6/30/16	[certs: FACS, SWD 1-6, 5-9, & 7-12]

SCHEDULE 15-P-3 Professional Personnel Schedule

Date of Meeting: August 25, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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The following probationary teacher is being recalled from the Preferred Eligibility List:

Ludwig-Worgul, Cristina	PT/English Tchr. (.6)	HS	Step A-9-10/ \$93,133. (prorate @ 60%)	9/1/15 - 6/30/16	
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Pursuant to NYSED Regulations, Section 3012-c and/or 3012-d of the Education Law, all teaching and supervisory staff appointed on or after July 1, 2015 must receive three (3) annual APPR composite ratings of Effective or Highly Effective in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of his/her probationary appointment to be granted or considered for tenure. This applies to the following teachers:

Cody, Nora	Science Tchr.	JH	Step A-1-1/ \$48,759.	9/1/15	Probationary Appt. [certs: Gen. Science 7-12, Earth Science 7-12]
Shapira, Rebecca	Elementary Tchr.	SA	Step A-5-1/ \$58,511.	9/1/15	Probationary Appt. [certs: Early Ch. Ed. B-2, Ch. Ed. 1-6, Literacy B-6, SWD 1-6]

Additional Sections:

		HS		2015 - 2016	
Montalvo, Christina	Mathematics (.1)		\$11,464.50		
DeSimone, Gerard	Technology (.1)		\$10,654.30		
Hansen, Kevin	Science (.1)		\$9,849.70		

Clubs & Advisors:

		JH		2015 - 2016	
Hartranft, Greg	Garden Club		\$580.50		[repl. Jazz Band Gr. 6]
Kowalik, Jennifer	"		\$580.50		"

SCHEDULE 15-P-3 Professional Personnel Schedule

Date of Meeting: August 25, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Adult Education Instructors:			\$25./hr.	Fall, 2015	
Baez, Rosalis	Spanish for Beginners				
Bianco, Maureen	Line Dancing: It's Not Just Country Anymore				
Crichton, Kim	Pilates Iyengar Yoga				
Baum, Kelly	Painting for Beginners or Those Who Wish to Refresh Their Skills				
"	Ceramics				
Dunlop, Kyle	Introduction to Microsoft Word				
"	Introduction to Microsoft Excel				
Velez, Tina	Zumba				
Powers, Joseph	Introduction to Guitar				
Boyle, Amanda	American Sign Language				
Adult Education Consultants:				Fall, 2015	
Notary Public Central, Inc.	Notary Public Course		\$50./person		
Walker, William	Notary Signing Agent Course		\$50./person		
Greco, Linda-Suffolk Safety	Defensive Driving		\$28./person		
Hirschfield, Martin	Defensive Driving		\$30./person		
Creative Voice Dev. Group	Getting Paid To Talk		\$87.50/night		
Have Dummy Will Travel	Adult, Child and Infant CPR/AED		\$45./person		
c/o Erik Zalewski	CPR for Professionals and Healthcare Providers		\$45./person		
Adult Education Volunteer Instructors:			-\$0.-	Fall, 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				
Danaher, Meg	When Should I Take My Social Security?				
"	Women, Money, and Power				
Espinoza, Shirley	Allergies				
"	Headaches 101				
Caramico, Jake	Money - The 60 Minute "Money Course"				

SCHEDULE 15-P-3 Professional Personnel Schedule

Date of Meeting: August 25, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Summer Work/Summer School:

Hourly Rate Correction:

Owenburg, Kristina \$78.63/hr. Summer, 2015

Math Regents Review Workshop:

Valensisi, Valerie Substitute Algebra 2/Trigonometry HS \$37.14/hr. 6/1/15 1.5 hrs.

Regents Proctor/Grader:

Cousins, Melissa Earth Science Performance (Lab) \$46.25/hr. 8/10/15, 8/11/15 [repl. A. Tichy]

Regents Exams Proctors/Graders:

\$46.25/hr. 8/12/15, 8/13/15, 8/14/15
 Amadeo, Rachael
 Febbraro, Nancy
 Galvin, Donna
 Gavern, Elizabeth
 Gilbert, Beth
 Gisonda, Bernadette
 Jonasson, Christopher
 Levy, Kara
 Miccio, Therese
 Montalvo, Christina
 Owenburg, Kristina
 Powers, Joseph
 Ryan, Diana
 Salerno, Loretta
 Simone, Linda
 Tweeddale, Kristine

CSE Representatives:

Autera, Jennifer \$95.54/hr. Summer, 2015
 Gimberlein, Alison \$79.85/hr.
 Sewell, Mary Jean \$89.05/hr.

SCHEDULE 15-P-3 Professional Personnel Schedule

Date of Meeting: August 25, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Psychology Intern:

Dranoff, Kathryn	Psychology	HS		2015 - 2016	
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Per Diem Substitutes:

Barlotta, Kristina		DW	\$90./day	2015 - 2016	[cert: Math 7-12]
Burden, Jessica					[certs: Ch. Ed. 1-6, SWD 1-6]
Emmerich, MaryKathryn					[certs: Ch. Ed. 1-6, SWD 1-6]
Escaldi, Vanessa					[certs: Math 7-12, SWD 7-12]
Kaplan, Olivia					[certs: Gen. Sc. 7-12, Earth Sc. 7-12]
O'Kane, Lisa					[certs: Soc. St. 7-12, SWD 7-12]
Selvaggi, Sally-Maria					[cert: Math 7-12]
Tully, IdaMarie					[cert: N-6]
Tweeddale, Kristina					[certs: Math 5-9, Math 7-12]

SCHEDULE 15-C-3 Civil Service Personnel Schedule

Date of Meeting: August 25, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Niven, Gelsomina	Clerk Typist	Trans.		6/16/15 -	Family Medical Leave
Coyne, Linda	Account Clerk Typist	B.O.		7/13/15 -	Family Medical Leave
Graziano, Anthony	Custodial Wrkr. I	HS		8/4/15 -	Family Medical Leave
Holder, Kathleen	School Bus Driver	Trans.		8/6/15	Resignation
Corbin, Margaret	School Bus Monitor	Trans.		9/14/15	Resignation to Retire
Fasitta, Debra	Paraprofessional (school monitor)	FA		9/1/15	Returning from LOA
Pollacek, Roberta	Paraprofessional (school monitor)	SA		9/1/15	Returning from LOA
Rodriguez, Carrie	Paraprofessional (special ed. aide)	SB		9/1/15	Returning from LOA
Franco, Marcelina	Food Service Wrkr. "B"	JH		9/1/15	Returning from LOA

SCHEDULE 15-C-3 Civil Service Personnel Schedule

Date of Meeting: August 25, 2015

Page 8 of 8 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Courtney, Dean	School Bus Driver	Trans.	Step 1/ \$20.13/hr.	9/1/15	Probationary Appt.
Spinelli, Francine	School Bus Driver	Trans.	Step 1/ \$20.13/hr.	9/1/15	Probationary Appt.
Bryson, Carolyn	School Bus Driver	Trans.	Step 1/ \$20.13/hr.	9/1/15	Probationary Appt.
Mareno, Dean	PT/Maintenance Supervisor	DW	\$2,100.	7/1/15 - 6/30/16	[stipend]
<u>Per Diem Substitutes:</u> Brueckner, Roxanne Calise, Deena *Gonzalez, Ana Keser, Mary Ubri, Yvonne		DW	\$9./hr.	2015 - 2016	Food Service Workers

*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT
REGULAR MEETING - BOARD OF EDUCATION - TUESDAY- AUGUST 25, 2015


FINANCE

(R) Award of Lockwood, Kessler & Bartlett, Inc. Survey and Site Work Bid (**#FI-10)

West Babylon Schools
Office of Business Administration

MEMORANDUM

TO: Dr. Yiendhy Farrelly, Superintendent

FROM: Michele Psarakis, Executive Director for Finance 

DATE: August 12, 2015

RE: Board of Education Agenda Item

I recommend the following item be placed on the August 25, 2015 agenda:

RESOLVED: that the West Babylon Board of Education approves Lockwood, Kessler & Bartlett, Inc. as the lowest responsible bidder for survey and site work at the High School in accordance with the Capital Project.

AUG 17 2015



WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY – AUGUS 25, 2015

CURRICULUM

(R) Declaration of Obsolete Santapogue School Library Books (**#CU-2)




10 Farmingdale Road
West Babylon, NY 11704
FAX (631) 376-7019

Dr. Yiendhy Farrelly
Superintendent of Schools

Christine Tona
Executive Director for
Curriculum & Instruction
(631) 376-7020

MEMORANDUM

TO: Yiendhy Farrelly, Superintendent of Schools

FROM: Christine Tona, Executive Director for Curriculum & Instruction 

DATE: July 7, 2015

RE: **Board of Education Agenda Item for August 25, 2015**

As per the memo I received from Alice Robinson, I recommend that the Board of Education at the August 25, 2015 Board of Education meeting, declare obsolete:

35 books from the Santapogue School Library (see attached list)

RESOLVED: that the Board of Education declare obsolete:

35 books from the Santapogue School Library (see attached list)

CT:tr
Attach.

Cc: M. Psarakis
L. Coyne
D. Carroll

AUG 17 2015



15-16/ObsoleteBooks/July7/SantapogueLibrary

WEST BABYLON JUNIOR HIGH SCHOOL

TO: Mrs. Christine Tona, Executive Director for
Curriculum & Instruction

FROM: Ms. Alice Robinson, K-12 Library Chairperson

DATE: 6/30/2015

SUBJECT: Obsolete Books

I recommend that the following withdrawn books (35) be declared obsolete from Santapogue School Library due to:

- **Outdated information**
- **Damaged beyond repair.**

Thank You


Alice Robinson

Curriculum & Instruction

JUL 01 2015

West Babylon School District

SANTAPOGUE ELEMENTARY SCHOOL LIBRARY



MEMORANDUM

To: Ellie Levy – Santapogue Principal
From: Gwendalyn McHugh – Santapogue Library Media Specialist
CC: Alice Robinson – Library/Media Chairperson
Date: June 24, 2015
Re: Weeded Library Books

Attached please find 1 copy of **Library Weeding Log** from Santapogue Library, as of June 24, 2015. There are a total of 35 books being weeded from the collection.

These books should be declared obsolete due to:

- containing outdated information
- damaged beyond repair

Please note that the report from Destiny cannot be run to only account for weeded items. Titles noted as Removed-Deleted were titles without copies or books that were recatalogued and the old information removed.

Please inform me of when these books are declared obsolete by the Board of Education so they can be discarded. Thank you.

Library Weeding Log

Santapogue Elementary Library

From: 9/1/2014 To: 6/24/2015

6/23/2015 - Copies Removed: 1

The tale of Despereaux : being the story of a mouse, a princess, some soup (Removed: 1)

Author: DiCamillo, Kate.

LCCN: 2002-34760

Published: 2003

Call Number

Barcode

Price

Acquired

Removed By

FIC DIC

XAIY1019820319

\$15.29

Aide

Was Available -- Weeded

6/18/2015 - Copies Removed: 1

Hamsters: all about them (Removed: 1)

Author: Silverstein, Alvin.

LCCN: 74-8863 /AC/r87

Published: 1974

Call Number

Barcode

Price

Acquired

Removed By

636.9 SIL

XAIY1019816456

1/4/2007

Aide

Was Available -- Weeded

6/16/2015 - Copies Removed: 13

The Adventures of The bailey School Kids Mrs. Jeepers' Batty Vacation (Removed: 1)

Author: Dadey, Debbie

Call Number

Barcode

Price

Acquired

Removed By

FIC DAD

XAIY1019819514

\$5.00

4/18/2007

Aide

Was Available -- Weeded

Can adults become human? : by Jamie Kelly (Removed: 1)

Author: Benton, Jim.

ISBN: 978-0-439-79621-7

Published: 2006

Call Number

Barcode

Price

Acquired

Removed By

FIC BEN

XAIY1019821069

\$5.99

9/1/2010

Aide

Was Out for Repairs -- Weeded

Captain Underpants and the Big, Bad Battle of the Bionic Booger Boy: Part (Removed: 1)

Author: Pilkey, Dav

ISBN: 0-439-37612-2

Published: 2003

Call Number

Barcode

Price

Acquired

Removed By

FIC PIL

XAIY1001983397

\$9.36

7/31/2006

Aide

Was Available -- Weeded

Claude the dog : a Christmas story (Removed: 1)

Author: Gackenbach, Dick.

LCCN: 74-3403 /AC/r87

Published: 1974

Call Number

Barcode

Price

Acquired

Removed By

P GAC

XAIY1019814646

1/4/2007

Aide

Was Available -- Weeded

Diary of a wimpy kid : Greg Heffley's journal (Removed: 1)

Author: Kinney, Jeff

ISBN: 978-0-8109-8893-4 (trade)

Published: 2007

Call Number

Barcode

Price

Acquired

Removed By

FIC KIN

XAIY1019821273

\$7.99

9/1/2010

Aide

Was Lost on 2/11/2015 -- Weeded

Hop on Pop (Removed: 1)

Author: Seuss, Dr.

LCCN: 63-9810 /L/AC/r852

Published: 1963

Call Number

Barcode

Price

Acquired

Removed By

P SEU

XAIY1019818737

\$5.00

5/22/2007

Aide

Was Out for Repairs -- Weeded

Library Weeding Log

Santapogue Elementary Library

From: 9/1/2014 To: 6/24/2015

6/16/2015 - Copies Removed: 13

In the night kitchen (Removed: 1)

Author: Sendak, Maurice.

LCCN: 70-105483 /AC

Published: 1970

Call Number

Barcode

Price

Acquired

Removed By

P SEN

XAIY1019815028

1/4/2007

Aide

Was Available -- Weeded

Junie B. Jones is not a crook (Removed: 1)

Author: Park, Barbara.

ISBN: 0-679-88342-8 (pbk.)

Published: 1997

Call Number

Barcode

Price

Acquired

Removed By

FIC PAR

XAIY101981131Y

\$12.95

10/24/2002

Aide

Was Out for Repairs -- Weeded

Let's pretend this never happened : by Jamie Kelly (Removed: 1)

Author: Benton, Jim.

LCCN: 2004-303224

Published: 2004

Call Number

Barcode

Price

Acquired

Removed By

FIC BEN

XAIY1019821071

\$5.99

9/1/2010

Aide

Was Available -- Weeded

Mouse TV (Removed: 1)

Author: Novak, Matt.

LCCN: 93-49399

Published: 1994

Call Number

Barcode

Price

Acquired

Removed By

P NOV

XAIY1019818362

\$15.95

1/1/1994

Aide

Was Out for Repairs -- Weeded

Surprise party (Removed: 1)

Author: Gordon, Sharon.

ISBN: 0-89375-522-2

Published: 1981

Call Number

Barcode

Price

Acquired

Removed By

P GOR

XAIY1019820330

\$5.00

9/17/2007

Aide

Was Available -- Weeded

There's A Nightmare In My Closet (Removed: 1)

Author: Mayer, Mercer.

ISBN: 0-14-054712-6

Published: 1976

Call Number

Barcode

Price

Acquired

Removed By

P MAY

XAIY1019820271

\$5.00

10/24/2007

Aide

Was Available -- Weeded

Vampire bats (Removed: 1)

Author: Raabe, Emily.

LCCN: 2001-5335

Published: 2003

Call Number

Barcode

Price

Acquired

Removed By

599.4 RAA

XAIY1001983674

\$15.95

10/12/2006

Aide

Was Available -- Weeded

5/26/2015 - Copies Removed: 3

Dogs ABC: An alphabet book. (Removed: 1)

Author: Hoena, B.A.

Call Number

Barcode

Price

Acquired

Removed By

636.7 HOE

XAIY3029900318

\$16.95

5/16/2007

Aide

Was Available -- Weeded

Library Weeding Log

Santapogue Elementary Library

From: 9/1/2014 To: 6/24/2015

5/26/2015 - Copies Removed: 3

Hank Aaron. (Removed: 1)

Author: Gutman, Bill.

LCCN: 72-92927 /AC/r83

Published: 1973

Call Number

Barcode

Price

Acquired

Removed By

B AAR

XAIY1019813227

\$9.45

1/4/2007

Aide

Was Available -- Weeded

A Place Called Ugly (Removed: 1)

Author: Avi

ISBN: 0-380-72423-5

Published: 1995

Call Number

Barcode

Price

Acquired

Removed By

FIC AVI

XAIY1019819437

\$8.99

1/1/1981

Aide

Was Available -- Weeded

5/22/2015 - Copies Removed: 1

Fox in socks (Removed: 1)

Author: Seuss, Dr.

ISBN: 0-394-80038-9

Published: 1965

Call Number

Barcode

Price

Acquired

Removed By

P SEU

XAIY1019819197

\$5.00

5/3/2007

Aide

Was Available -- Weeded

5/13/2015 - Copies Removed: 8

Anastasia, Absolutely (Removed: 1)

Author: Lowry, Lois

Call Number

Barcode

Price

Acquired

Removed By

FIC LOW

XAIY1019819090

\$4.99

5/23/2007

Aide

Was Available -- Deleted

The Case of the Seaweed Monster (Removed: 1)

Author: Gelsey, James

Call Number

Barcode

Price

Acquired

Removed By

FIC SCO

XAIY1019819641

\$5.00

5/24/2007

Aide

Was Available -- Deleted

CRASH (Removed: 1)

Author: Spinelli, Jerry.

ISBN: 0-439-17674-3

Published: 2000

Call Number

Barcode

Price

Acquired

Removed By

FIC SPI

XAIY1019819281

\$3.99

3/28/2007

Aide

Was Available -- Deleted

Island of the Blue Dolphins (Removed: 1)

Author: O'Dell, Scott

Call Number

Barcode

Price

Acquired

Removed By

FIC ODE

XAIY1019819062

\$6.50

5/23/2007

Aide

Was Available -- Deleted

Mummies at the mall (Removed: 1)

Author: Herman, Gail

Call Number

Barcode

Price

Acquired

Removed By

FIC SCO

XAIY1019819234

\$5.00

3/13/2007

Aide

Was Available -- Deleted

Library Weeding Log

Santapogue Elementary Library

From: 9/1/2014 To: 6/24/2015

5/13/2015 - Copies Removed: 8

On the Court With.... Michael Jordan (Removed: 1)

Author: Stout, Glenn

LCCN: 96-971 /AC

Published: 1996

Call Number

Barcode

Price

Acquired

Removed By

B JOR

XAIY1019805987

\$14.99

1/1/1996

Aide

Was Out for Repairs -- Weeded

Still More Night Frights (Removed: 1)

Author: Stamper, J.B.

Call Number

Barcode

Price

Acquired

Removed By

FIC STA

XAIY1019819063

\$4.50

5/23/2007

Aide

Was Available -- Deleted

The Year of the Panda (Removed: 1)

Author: Schlein, Miriam

Call Number

Barcode

Price

Acquired

Removed By

FIC SCH

XAIY1019819886

\$2.95

9/21/2007

Aide

Was Available -- Deleted

5/12/2015 - Copies Removed: 4

The Adventures of The Bailey School Kids (Removed: 1)

Author: Dadey, Debbie

Call Number

Barcode

Price

Acquired

Removed By

FIC DAD

XAIY1019819603

\$7.96

5/23/2007

Aide

Was Available -- Deleted

Genies don't ride bicycles (Removed: 1)

Author: Dadey, Debbie

Call Number

Barcode

Price

Acquired

Removed By

FIC DAD

XAIY1019819629

\$4.00

5/23/2007

Aide

Was Available -- Deleted

the roar of the crowd : winning season (Removed: 1)

Author: Wallace, Rich.

ISBN: 0-439-79971-6

Published: 2005

Call Number

Barcode

Price

Acquired

Removed By

FIC WAL

XAIY1019819080

\$3.99

3/22/2007

Aide

Was Available -- Deleted

Valley of the moon: The diary of Maria Rosalia De Milagros (Removed: 1)

Author: Garland, Sherry

ISBN: 0-439-08820-8

Published: 2001

Call Number

Barcode

Price

Acquired

Removed By

FIC DEA

XAIY1019819402

\$10.95

1/1/2001

Aide

Was Available -- Deleted

4/29/2015 - Copies Removed: 1

Flags (Removed: 1)

Author: [project editor, Siobhán Ryan].

ISBN: 0-7894-9084-6

Published: 2002

Call Number

Barcode

Price

Acquired

Removed By

929.9 FLA

XAIY1001984417

\$16.96

2/12/2008

Aide

Was Out for Repairs -- Weeded

Library Weeding Log

Santapogue Elementary Library

From: 9/1/2014 To: 6/24/2015

4/27/2015 - Copies Removed: 3

Dolphins at Daybreak (Removed: 2)

Author: Osborne, Mary Pope.	LCCN: 96-30943 /AC	Published: 1997		
Call Number	Barcode	Price	Acquired	Removed By
FIC OSB	XAIY1019812873	\$12.95	11/22/2002	Aide
Was Out for Repairs -- Weeded				
FIC OSB	XAIY1019821042	\$4.99	9/1/2010	Aide
Was Available -- Weeded				

Scholastic book of world records 2013 (Removed: 1)

Author: Morse, Jenifer Corr.	ISBN: 0-545-42517-4 (pbk.)	Published: 2012		
Call Number	Barcode	Price	Acquired	Removed By
031 MOR	XAIY1019821514	\$11.99	10/22/2014	Aide
Was Out for Repairs -- Weeded				

3/25/2015 - Copies Removed: 2

Titanic : a nonfiction companion to Tonight on the Titanic (Removed: 1)

Author: Osborne, Will.	LCCN: 2001-48538	Published: 2002		
Call Number	Barcode	Price	Acquired	Removed By
FIC OSB	XAIY1019821096	\$4.99	9/1/2010	Aide
Was Available -- Weeded				

The very quiet cricket (Removed: 1)

Author: Carle, Eric.	LCCN: 97-164410	Published: 1997		
Call Number	Barcode	Price	Acquired	Removed By
P CAR	XAIY1019820400	\$5.00	12/3/2007	Aide
Was Available -- Weeded				

3/12/2015 - Copies Removed: 1

More scary stories to tell in the dark (Removed: 1)

Author: Schwartz, Alvin, 1927-	ISBN: 0-06-440177-4	Published: 1984		
Call Number	Barcode	Price	Acquired	Removed By
398.2 SCH	XAIY1001984988	\$6.38	7/21/2009	Aide
Was Available -- Weeded				

12/9/2014 - Copies Removed: 1

Living the dream : Hannah Montana and Miley Cyrus, the unofficial story (Removed: 1)

Author: [edited by Susan Janic].	ISBN: 1-55022-848-X	Published: 2008		
Call Number	Barcode	Price	Acquired	Removed By
B CYR	XAIY1001984787	\$10.71	10/24/2008	Aide
Was Available -- Deleted				

12/8/2014 - Copies Removed: 1

The Chronicles of Narnia The Voyage of the Dawn Treader (Removed: 1)

Author: Lewis, C.S.				
Call Number	Barcode	Price	Acquired	Removed By
FIC LEW	XAIY1019820209		10/16/2007	Aide
Was Available -- Deleted				

Library Weeding Log

Santapogue Elementary Library

From: 9/1/2014 To: 6/24/2015

11/10/2014 - Copies Removed: 4

Boo! made you jump! (Removed: 1)

Author: Child, Lauren.	LCCN: 2006-100774	Published: 2007		
Call Number	Barcode	Price	Acquired	Removed By
P CHI	XAIY1001985045	\$5.08	8/19/2009	Aide
Was Available -- Weeded				

Hamster (Removed: 1)

Author: Evans, Mark, 1962-	LCCN: 92-53475 /AC	Published: 1993		
Call Number	Barcode	Price	Acquired	Removed By
636 EVA	XAIY1019816453		1/4/2007	Aide
Was Out for Repairs -- Weeded				

Kat Kong : starring Flash, Rabies, and Dwayne and introducing Blueberry as (Removed: 2)

Author: Pilkey, Dav, 1966-	LCCN: 92-14483 /AC	Published: 1993		
Call Number	Barcode	Price	Acquired	Removed By
P PIL	XAIY1001983398	\$10.96	7/31/2006	Aide
Was Available -- Weeded				
P PIL	XAIY1019821118	\$4.99	9/1/2010	Aide
Was Available -- Weeded				

11/6/2014 - Copies Removed: 4

The Gingerbread girl (Removed: 1)

Author: Ernst, Lisa Campbell.	LCCN: 2006-4193	Published: 2006		
Call Number	Barcode	Price	Acquired	Removed By
P ERN	XAIY1001983713	\$14.44	1/1/2006	Aide
Was Available -- Weeded				

Green Eggs and Ham (Removed: 3)

Author: Seuss, Dr. Dr.	ISBN: 0-394-90016-2 (lib. bdg.)	Published: 1988		
Call Number	Barcode	Price	Acquired	Removed By
P SEU	XAIY1019820208	\$5.00	10/16/2007	Aide
Was Out for Repairs -- Weeded				
P SEU	XAIY1019821312	\$8.99	9/1/2012	Aide
Was Available -- Weeded				
P SEU	XAIY1019821397	\$8.99	3/6/2007	Aide
Was Available -- Weeded				

From: 9/1/2014 To: 6/24/2015 Total Copies Removed: 48

Deleted: 13, Transferred: 0, Weeded: 35

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - AUGUST 25, 2015

POLICY

- A. Board Review - Sexual Harassment (First Time Reading) (File:0110)
- B. Board Review - Sexual Harassment-Regulations (Revision) (File:0110-R)
- C. Board Review - Evaluation of the Superintendent (Second Time Discussion) (File:0320)
- D. Board Review - Superintendent Evaluation Exhibit (Revision) (File:0320-E.1)
- E. Board Review - Agenda Format (Third Time Adoption) (File:2350)
- F. Board Review - Contracting for Professional Services (First Time Reading) (File:6741)
- G. Board Review - Disclosure of Wrongful Conduct (First Time Reading) (File:9645)

SEXUAL HARASSMENT

The Board of Education recognizes that harassment of students and staff on the basis of sex, gender and/or sexual orientation is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying such harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively.

The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment. To this end, the Board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

Because sexual harassment can occur staff to student, staff to staff, student to student, male to female, female to male, male to male or female to female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student or employee.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The district will promptly investigate all complaints of sexual harassment, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

If, after appropriate investigation, the district finds that a student, an employee or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy and state law.

All complainants and those who participate in the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind.

The Superintendent of Schools is directed to develop and implement regulations for reporting, investigating and remedying allegations of sexual harassment. These regulations are to be attached to this policy. In addition, training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment.

This policy shall be posted in a prominent place in each district facility and shall also be published in student registration materials, student, parent and employee handbooks, and other appropriate school publications.

The [Assistant Superintendent] *Executive Director* of Human Resources shall serve as the compliance officer vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set in the policy regulations.

Ref: Education Amendments of 1972, Title IX, 20 U.S.C. §1681 et seq.
Title VII of Civil Rights Act (1964), 42 U.S.C. §2000-e; 34 CFR §100 et seq.
Davis v. Monroe County Board of Education, 526 U.S. 629, 652 (1999)
Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)
Fragher v. City of Boca Raton, 524 U.S. 775 (1998)
Burlington Industries v. Ellerth, 524 U.S. 742 (1998)
Oncale v. Sundowner Offshore Services, Inc., 523 U.S. 75 (1998)
Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)
Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)

SEXUAL HARASSMENT REGULATIONS

This regulation is intended to create and preserve an educational and working environment free from unlawful sexual harassment on the basis of sex, gender and/or sexual orientation in furtherance of the district's commitment to provide a healthy and productive environment for all students and employees that promotes respect, dignity and equality.

Sexual Harassment Defined

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an employee's employment or a student's education (including any aspect of the student's participation in school-sponsored activities, or any other aspect of the student's education); or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an employee's employment or a student's education; or
3. the conduct or communication has the purpose or effect of substantially or unreasonably interfering with an employee's work performance or a student's academic performance or participation in school-sponsored activities, or creating an intimidating, hostile or offensive working or educational environment.

Unacceptable Conduct

School-related conduct that the district considers unacceptable and which may constitute sexual harassment includes, but is not limited to, the following:

1. rape, attempted rape, sexual assault, attempted sexual assault, forcible sexual abuse, hazing, and other sexual and gender-based activity of a criminal nature as defined under the State Penal Law;
2. unwelcome sexual invitations or requests for sexual activity in exchange for grades, promotions, preferences, favors, selection for extracurricular activities or job assignments, homework, etc.;
3. unwelcome and offensive public sexual display of affection, including kissing, making out, groping, fondling, petting, inappropriate touching of one's self or others, sexually suggestive dancing, and massages;
4. any unwelcome communication that is sexually suggestive, sexually degrading or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance or activities; sexual jokes; sexual gestures; public conversations about sexual activities or exploits; sexual rumors and "ratings lists;" howling, catcalls, and whistles; sexually graphic computer files, messages or games, etc;
5. unwelcome and offensive name calling or profanity that is sexually suggestive, sexually degrading, implies sexual intentions, or that is based on sexual stereotypes or sexual preference;
6. unwelcome physical contact or closeness that is sexually suggestive, sexually degrading, or sexually intimidating such as the unwelcome touching of another's body parts, cornering or blocking an individual, standing too close, spanking, pinching, following, stalking, frontal body hugs, etc.;

7. unwelcome and sexually offensive physical pranks or touching of an individual's clothing, such as hazing and initiation, "streaking," "mooning," "snuggies" or "wedgies" (pulling underwear up at the waist so it goes in between the buttocks), bra-snapping, skirt "flip-ups," "spiking" (pulling down someone's pants or swimming suit); pinching; placing hands inside an individual's pants, shirt, blouse, or dress, etc.;
8. unwelcome leers, stares, gestures, or slang that are sexually suggestive; sexually degrading or imply sexual motives or intentions;
9. clothing with sexually obscene or sexually explicit slogans or messages;
10. unwelcome and offensive skits, assemblies, and productions that are sexually suggestive, sexually degrading, or that imply sexual motives or intentions, or that are based on sexual stereotypes;
11. unwelcome written or pictorial display or distribution of pornographic or other sexually explicit materials such as magazines, videos, films, Internet material, etc.;
12. any other unwelcome gender- or sexually orientated-based behavior that is offensive, degrading, intimidating, demeaning, or that is based on sexual stereotypes and attitudes.

For purposes of this regulation, action or conduct shall be considered "unwelcome" if the student or employee did not request or invite it and regarded the conduct as undesirable or offensive.

Determining if Prohibited Conduct is Sexual Harassment

Complaints of sexual harassment will be thoroughly investigated to determine whether the totality of the behavior and circumstances meet any of the elements of the above definition of sexual harassment and should therefore be treated as sexual harassment. Not all unacceptable conduct with sexual connotations may constitute sexual harassment. In many cases (other than quid pro quo situations where the alleged harasser offers academic or employment rewards or threatens punishment as an inducement for sexual favors), unacceptable behavior must be sufficiently severe, pervasive and objectively offensive to be considered sexual harassment.

In evaluating the totality of the circumstances and making a determination of whether conduct constitutes sexual harassment, the individual investigating the complaint should consider:

1. the degree to which the conduct affected the ability of the student to participate in or benefit from his or her education or altered the conditions of the student's learning environment or altered the conditions of the employee's working environment;
2. the type, frequency and duration of the conduct;
3. the identity of and relationship between the alleged harasser and the subject of the harassment (e.g., sexually based conduct by an authority figure is more likely to create a hostile environment than similar conduct by another student or a co-worker);
4. the number of individuals involved;
5. the age and sex of the alleged harasser and the subject of the harassment;
6. the location of the incidents and context in which they occurred;
7. other incidents at the school; and
8. incidents of gender-based, but non-sexual harassment.

Reporting Complaints

Any person who believes he or she has been the victim of sexual harassment by a student, district employee or third party related to the school is required to report complaints as soon as possible after the incident in order to enable the district to effectively investigate and resolve the complaint. Victims are encouraged to submit the complaint in writing; however, complaints may be filed verbally.

Complaints should be filed with the Principal, Assistant Principal, the [Assistant Superintendent] *Executive Director* of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints).

Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint to the school administration, and then shall immediately notify the Principal, Assistant Principal, the [Assistant Superintendent] *Executive Director* of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints).

In order to assist investigators, victims should document the harassment as soon as it occurs and with as much detail as possible including: the nature of the harassment; dates, times, places it has occurred; name of harasser(s); witnesses to the harassment; and the victim's response to the harassment.

Confidentiality

It is district policy to respect the privacy of all parties and witnesses to complaints of sexual harassment. To the extent possible, the district will not release the details of a complaint or the identity of the complainant or the individual(s) against whom the complaint is filed to any third parties who do not need to know such information. However, because an individual's need for confidentiality must be balanced with the district's legal obligation to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve the complaint, the district retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances to individuals with a need to know. The staff member responsible for investigating complaints will discuss confidentiality standards and concerns with all complainants.

If a complainant requests that his/her name not be revealed to the individual(s) against whom a complaint is filed, the staff member responsible for conducting the investigation shall inform the complainant that:

1. the request may limit the district's ability to respond to his/her complaint;
2. district policy and federal law prohibit retaliation against complainants and witnesses;
3. the district will attempt to prevent any retaliation; and
4. the district will take strong responsive action if retaliation occurs.

If the complainant still requests confidentiality after being given the notice above, the investigator will take all reasonable steps to investigate and respond to the complaint consistent with the request as long as doing so does not preclude the district from responding effectively to the harassment and preventing the harassment of other students or employees.

Investigation and Resolution Procedure

- A. Initial (Building-level) Procedure

The Principal, Assistant Principal, the [Assistant Superintendent] *Executive Director* of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints) shall conduct a preliminary review when they receive a verbal or written complaint of sexual harassment, or if they observe sexual harassment. Except in the case of severe or criminal conduct, the Principal, Assistant Principal, the [Assistant Superintendent] *Executive Director* of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints) should make all reasonable efforts to resolve complaints informally at the school level. The goal of informal investigation and resolution procedures is to end the harassment and obtain a prompt and equitable resolution to a complaint. In cases of transportation department employees, the Transportation Supervisor may conduct a preliminary review.

As soon as possible but no later than three working days following receipt of a complaint, the Principal, Assistant Principal, the [Assistant Superintendent] *Executive Director* of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints) should begin an investigation of the complaint according to the following steps:

1. Interview the victim and document the conversation. Instruct the victim to have no contact or communication regarding the complaint with the alleged harasser. Ask the victim specifically what action he/she wants taken in order to resolve the complaint. Refer the victim, as appropriate, to school social workers, school psychologists, crisis team managers, other school staff, or appropriate outside agencies for counseling services.
2. Review any written documentation of the harassment prepared by the victim. If the victim has not prepared written documentation, instruct the victim to do so, providing alternative formats for individuals with disabilities and young children, who have difficulty writing and need accommodation.
3. Interview the alleged harasser regarding the complaint and inform the alleged harasser that if the objectionable conduct has occurred, it must cease immediately. Document the conversation. Provide the alleged harasser an opportunity to respond to the charges in writing.
4. Instruct the alleged harasser to have no contact or communication regarding the complaint with the victim and to not retaliate against the victim. Warn the alleged harasser that if he/she makes contact with or retaliates against the victim, he/she will be subject to immediate disciplinary action.
5. Interview any witnesses to the complaint. Where appropriate, obtain a written statement from each witness. Caution each witness to keep the complaint and his/her statement confidential.
6. Review all documentation and information relevant to the complaint.
7. Where appropriate, suggest mediation as a potential means of resolving the complaint. In addition to mediation, use appropriate informal methods to resolve the complaint, including but not limited to:
 - a. discussion with the accused, informing him or her of the district's policies and indicating that the behavior must stop;
 - b. suggesting counseling and/or sensitivity training;
 - c. conducting training for the department or school in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
 - d. requesting a letter of apology to the complainant;
 - e. writing letters of caution or reprimand; and/or
 - f. separating the parties.

8. Parent/Student/Employee Involvement and Notification
- a. Parents of student victims and accused students shall be notified within one school day of allegations that are serious or involve repeated conduct.
 - b. The parents of students who file complaints are welcome to participate at each stage of both informal and formal investigation and resolution procedures.
 - c. If either the victim or the accused is a disabled student receiving special education services under an IEP or section 504/Americans with Disabilities Act accommodations, the committee on special education will be consulted to determine the degree to which the student's disability either caused or is affected by the discrimination or policy violation. In addition, due process procedures required for persons with disabilities under state and federal law shall be followed.
 - d. The Principal, Assistant Principal, the [Assistant Superintendent] *Executive Director* of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints) (i.e., the investigator) shall submit a copy of all investigation and interview documentation to the Superintendent.
 - e. The investigator shall report back to both the victim and the accused, notifying them in writing, and also in person as appropriate regarding the outcome of the investigation and the action taken to resolve the complaint. The investigator shall instruct the victim to report immediately if the objectionable behavior occurs again or if the alleged harasser retaliates against him/her.
 - f. The investigator shall notify the victim that if he/she desires further investigation and action, he/she may request a district level investigation by contacting the Superintendent of Schools. The investigator shall also notify the victim of his/her right to contact the U.S. Department of Education's Office for Civil Rights and/or a private attorney. Employees may also contact the U.S. Equal Employment Opportunity Commission or the New York State Division of Human Rights.

If the initial investigation results in a determination that sexual harassment did occur, the investigator will promptly notify the Superintendent, who shall then take prompt disciplinary action in accordance with district policy, the applicable collective bargaining agreement or state law.

If a complaint received by the Principal, Assistant Principal, the [Assistant Superintendent] *Executive Director* of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints) contains evidence or allegations of serious or extreme harassment, such as employee to student harassment, criminal touching, quid pro quo (e.g., offering an academic or employment reward or punishment as an inducement for sexual favors), or acts which shock the conscience of a reasonable person, the complaint shall be referred promptly to the Superintendent. In addition, where the Principal, Assistant Principal, the [Assistant Superintendent] *Executive Director* of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints) has a reasonable suspicion that the alleged harassment involves criminal activity, he/she should immediately notify the Superintendent, who shall then contact appropriate child protection and law enforcement authorities. Where criminal activity is alleged or suspected by a district employee, the accused employee shall be suspended pending the outcome of the investigation, consistent with all contractual or statutory requirements.

Any party who is not satisfied with the outcome of the initial investigation by the Principal, Assistant Principal, the [Assistant Superintendent] *Executive Director* of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student

complaints) may request a district-level investigation by submitting a written complaint to the Superintendent within 30 days.

B. District-level Procedure

The Superintendent shall promptly investigate and resolve all sexual harassment complaints that are referred to him/her by a Principal, Assistant Principal, the [Assistant Superintendent] *Executive Director* of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints) as well as those appealed to the Superintendent following an initial investigation by a Principal, Assistant Principal, the [Assistant Superintendent] *Executive Director* of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints). In the event the complaint of sexual harassment involves the Superintendent, the complaint shall be filed with or referred to the Board President, who shall refer the complaint to a trained investigator not employed by the district for investigation.

The district level investigation should begin as soon as possible but not later than three working days following receipt of the complaint by the Superintendent or Board President.

In conducting the formal district level investigation, the district will use investigators who have received formal training in sexual harassment investigation or that have previous experience investigating sexual harassment complaints.

If a district investigation results in a determination that sexual harassment did occur, prompt corrective action will be taken to end the harassment. Where appropriate, district investigators may suggest mediation as a means of exploring options of corrective action and informally resolving the complaint.

No later than 30 days following receipt of the complaint, the Superintendent (or in cases involving the Superintendent, the Board-appointed investigator) will notify the victim and alleged harasser, in writing, of the outcome of the investigation. If additional time is needed to complete the investigation or take appropriate action, the Superintendent or Board-appointed investigator will provide all parties with a written status report within 30 days following receipt of the complaint.

The victim and the alleged harasser have the right to be represented by a person of their choice, at their own expense, during sexual harassment investigations and hearings. In addition, victims have the right to register sexual harassment complaints with the U.S. Department of Education's Office for Civil Rights.

Employee victims also have the right to register complaints with the federal Equal Employment Opportunity Commission and the New York State Division of Human Rights. Nothing in these regulations shall be construed to limit the right of the complainant to file a lawsuit in either state or federal court.

Retaliation Prohibited

Any act of retaliation against any person who opposes sexually harassing behavior, or who has filed a complaint, is prohibited and illegal, and therefore subject to disciplinary action. Likewise, retaliation against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a sexual harassment complaint is prohibited. For purposes of this policy, retaliation includes but is not limited to: verbal or physical threats, intimidation, ridicule, bribes, destruction of property, spreading rumors, stalking, harassing phone calls, and any other form of harassment. Any person who retaliates is subject to immediate disciplinary action, up to and including suspension or termination.

Discipline/Penalties

Any individual who violates the sexual harassment policy by engaging in prohibited sexual harassment will be subject to appropriate disciplinary action. Disciplinary measures available to school authorities include, but are not limited to the following:

Students: Discipline may range from a reprimand up to and including suspension from school, to be imposed consistent with the student conduct and discipline policy and applicable law.

Employees: Discipline may range from a warning up to and including termination, to be imposed consistent with all applicable contractual and statutory rights.

Volunteers: Penalties may range from a warning up to and including loss of volunteer assignment.

Vendors: Penalties may range from a warning up to and including loss of district business.

Other individuals: Penalties may range from a warning up to and including denial of future access to school property.

False Complaints

False or malicious complaints of sexual harassment may result in corrective or disciplinary action taken against the complainant.

Training

All students and employees shall be informed of this policy in student and employee handbooks and student registration materials or via mail. A poster of the policy shall also be posted in a prominent location at each school.

All new employees shall receive information about this policy and regulation at new employee orientation. All other employees shall be provided information at least once a year regarding this policy and the district's commitment to a harassment-free learning and working environment. Principals, Compliance Officers, and other administrative employees who have specific responsibilities for investigating and resolving complaints of sexual harassment shall receive yearly training on this policy, regulation and related legal developments.

Principals in each school and program directors shall be responsible for informing students and staff on a yearly basis of the terms of this policy, including the procedures established for investigation and resolution of complaints, general issues surrounding sexual harassment, the rights and responsibilities of students and employees, and the impact of sexual harassment on the victim.

Replaces in whole or in part former policies GBCBA and JFJ

Promulgated: 12/08/2009

Reviewed: 9/12/13

Evaluation of the Superintendent

0320

An effective working relationship between the Board and the Superintendent is essential to the successful operation of the school district. The development and maintenance of such a relationship may be greatly assisted by a periodic review of the Superintendent's diverse responsibilities accompanied by an evaluation of the Superintendent's performance. Therefore, the Board shall conduct such evaluation each school year, as per the timeline below.

The purpose of the evaluation shall be to:

1. Establish and maintain good working relationships between the Board and the Superintendent.
2. Improve performance by suggesting areas of responsibility and operating techniques that may be strengthened.
3. Give encouragement and commendation for work well done.
4. Record some evidence of performance and improvement.
5. Offer a guide for the Superintendent's self-appraisal of characteristics and
6. Provide an opportunity for the Board and the Superintendent to confer formally at periodic intervals about the Superintendent's performance.
7. Offer a procedure for comprehensive and dispassionate appraisal in a setting other than during times of crisis.
8. Establish reasonable standards for continued employment.
9. Provide assistance in the development of the Superintendent's objectives for the coming year.
10. Assist the Board in arranging for the Superintendent's salary and contract.

Timeline for Evaluation of the Superintendent

Month	Activity
July – August	<p>[Superintendent and Board meet to discuss annual district goals, review performance standards, and finalize timelines for the evaluation process.]</p> <p><i>Board and superintendent review evaluation process, performance, and standards. Board and superintendent agree upon board, superintendent and district goals.</i></p>
[Early] September - December	<p>[Superintendent and Board meet to finalize agreement on district goals for the school year.]</p> <p><i>Superintendent provides regular updates to the Board regarding superintendent goals, district goals and rubric rating categories.</i></p>
January – February	<p>[Superintendent and Board meet in order for the Superintendent to report on progress regarding goal attainment. Board has opportunity to share compliments, encouragements, or concerns regarding superintendent performance thus far. Meeting discussion is oral and not a formal evaluation. Board President distributes evaluation instruments to Board members and sets dates for return of completed forms to Board President.]</p> <p><i>Superintendent and Board shall hold a meeting to review goal progress. Superintendent will provide reflection related to the superintendent goals, district goals and rubric rating categories.</i></p> <p><i>As outlined in the superintendent's contract, no later than the last public meeting of the Board in February in each year of the Superintendent's contract or any extension hereof, the Board shall meet in executive session to consider extending the term of the Superintendent's employment for an additional one (1) year period as outlined by contract. At such time, a motion to extend the term of the superintendent's agreement for an additional one (1) year period will be moved, seconded and voted upon by the Board. When circumstances warrant said date may be extended; any extension requires mutual agreement between the Superintendent and the Board pursuant to contract language. Upon the Board's failure or refusal to so move, second, consider and vote, after such notification, upon such an extension within the time provided herein, the then unexpired term of this Agreement shall be automatically be extended by an additional one (1) year period.</i></p>

	<i>Actions will be in accordance to the terms outlined in the superintendent's contract.</i>
[Late] March - April	[Completed evaluation instruments returned to Board President. Board President and Vice-president compile scores and create consensus comments from returned evaluations. Board meets without Superintendent to discuss and finalize the consensus evaluation. Superintendent submits a self-evaluation using same instrument as Board.] <i>Superintendent will provide regular updates to the Board regarding superintendent's goals, district goals and rubric rating categories.</i>
[Late] May – [Early] June	Superintendent submits written report to Board delineating progress made toward completion of goals. <i>Superintendent provides the BOE a self – reflection document. BOE meet to review the document and complete the rubric. BOE president compiles the information provided by the trustees in the individual ratings sheets. Final evaluation is reviewed with the Superintendent and filed with the District Clerk. Set date for summer retreat or summer meeting</i>
[Late June]	[Board and Superintendent meet to discuss the consensus evaluation. Superintendent has opportunity to question Board comments. Board has opportunity to defend or modify comments. Final evaluation is signed by Superintendent and Board President. One copy to Superintendent and one copy to Superintendent personnel file.]

Adopted 12/08/2009
Reviewed 9/10/13

West Babylon's Superintendent Evaluation



Introduction

The Council's Model Superintendent Evaluation helps boards and superintendents to develop thoughtful, constructive evaluations that advance district goals and keep the leadership team healthy.

The board's evaluation of the superintendent is one of its most important functions. It's also mandated by law (8 NYCRR 100.2(o)(2) requires an evaluation on an annual basis). The evaluation is the instrument through which the board provides feedback to the superintendent, how (s)he is performing, whether its goals for the district are being achieved and what needs to be done if they are not. Past evaluations are something the superintendent may rely on both internally and externally as evidence of excellent performance should board goals or compositions change dramatically.

The levels are scored on a two level scale of **Meets Expectations and Does Not Meet Expectations**.

A strong evaluation process will:

- Enhance the performance of the superintendent
- Focus the district on goals and priorities
- Lead to transparent measures of performance and reasonable targets to meet
- Clarify areas where the board-superintendent relationship can be improved

Implementation

The Council's Model Superintendent Evaluation aims to serve as a basis to focus conversations with boards of education to perform their evaluation role effectively and in a way that can be directly linked to district goals and student performance.

The Model was built on a common set of leadership expectations that typically appear in superintendent evaluations and ties them to the professional standards and indicators. The evaluation is also a tool for the superintendent to create and maintain a solid leadership team with the board members. A well designed evaluation process is an important factor in building and sustaining a board-superintendent relationship. The evaluation process gives the board governance team and the superintendent an opportunity to reach detailed agreement on the leadership targets for the upcoming year.

The superintendent's goals should always be - as they are here - a major focus of the annual performance evaluation. The goals should be mutually agreed upon by the superintendent and the board of education and should be realistic for the superintendent and the staff to achieve. The Council suggests three to a maximum of five goals.

Evaluation Process

Important Considerations:

- Year long process
- Process is defined in contract and policy
- Self-reflection is critical
- Power is in the conversation
- Must be evidence based

Process Models

Board Member Commitments

- Participate in the agreed upon process with honesty and integrity.
- Each board member should rate all performance indicators and goals based on evidence.
- Evidence should be aligned to the performance standards, the individual indicators, and the goals.
- Identify the Superintendent's strengths and areas for improvement and make recommendation for improving performance.
- Participate in the evaluation discussion, agree to goals for next year.

Superintendent Commitments

- Understand, agree to and participate in the articulated process.
- Gather data, documents and evidence to support performance in relation to the standards and progress toward achieving goals.
- Finalize goals and end-of-year evaluation with the Board.

“FOIL” ability

There are three basic parts to a superintendent’s evaluation:

1. A description of the job duties, or goals to be achieved by the superintendent,
2. A subjective analysis, or opinion as to how well the superintendent met the standards and goals, and
3. A final rating of Exceeds Expectations, Meets Expectations or Does Not Meet Expectations

Each section of the evaluation is subject to different levels of disclosure under the Freedom of Information Law (FOIL).

Section	FOIL-able?	Rationale
1. A description of the job duties, or goals to be achieved by the superintendent	YES	Disclosure of goals has been deemed to be a permissible rather than an unwarranted invasion of a superintendent’s personal privacy, because goals are relevant to the performance of the official duties which relate to the position of the superintendent, and not to the individual.
2. A subjective analysis, or opinion as to how well the superintendent has met the standards and goals	NO	The second component, which involves a reviewer’s subjective opinion can be withheld, as an unwarranted invasion of personal privacy, and on the grounds that a subjective comment constitutes an opinion concerning performance.
3. A final rating of Exceeds Expectations, Meets Expectations or Does Not Meet Expectations	YES	The final summative rating of the superintendent can also be disclosed because it constitutes a final agency determination which makes the final rating available pursuant to a FOIL request. Remember, if a superintendent’s salary increase, or merit pay is based on performance, the evaluation is subject to FOIL.

Therefore, individual scores from individual board members are not “final agency determinations” and are therefore not subject to FOIL. By contrast, any summative number or summative comments approved by the entire board would constitute a final agency determination, they are subject to FOIL.

A. Relationship with the Board

	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Rating (Does Not Meet Expectations, Meets Expectations or Exceeds Expectations)
Information	Does not provide the information the board needs to perform its responsibilities.	Keeps all board members informed with appropriate, regular communication so it may perform its responsibilities.	Keels all board members informed with appropriate, regular communication so it may perform its responsibilities.	
Materials and background	Meeting materials aren't available. Members arrive at meetings without any prior information regarding agenda.	Meeting materials are provided with supporting information in order to make informed decisions.	Meeting materials are provided with supporting information in order to make informed decisions.	
Board questions	Board questions are rarely answered.	Board questions are answered thoroughly with communication to all members to ensure understanding.	Board questions are answered thoroughly with communication to all members to ensure understanding.	
Policy involvement	Makes decisions without regard to adopted policy.	Is proactive in the determination of district needs and policy priorities.	Is proactive in the determination of district needs and policy priorities.	
Board development	Doesn't promote board development.	Actively and continuously encourages board development by seeking and communicating opportunities.	Actively and continuously encourages board development by seeking and communicating opportunities.	

Category Rating & Comments:

B. Community Relations

	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Rating (Does Not Meet Expectations, Meets Expectations or Exceeds Expectations)
District image	Is negative about the district.	Projects a positive image of the district as expected.	Projects and promotes a positive image of the district.	
Communication with community	Isn't readily available.	Actively seeks two-way communication with the community as appropriate.	Actively seeks communication, as appropriate, and works to provide alternative means of contact with the community.	
Media relations	Communicates with the media only when requested.	Promotes the district in the media.	Initiates and actively engages the media.	
Approachability	Is neither visible nor approachable by members of the community.	Is visible and approachable by members of the community.	Is visible and approachable by members of the community. Attends a variety of events.	
Category Rating & Comments:				

C. Staff Relationships

	Does not Meet Expectations	Meets Expectations	Exceeds Expectations	Rating (Does Not Meet Expectations, Meets Expectations or Exceeds Expectations)
Internal communications	Doesn't have a specific system to inform staff of important matters.	Keeps staff informed of most important matters.	Establishes a system of keeping staff continually informed of important matters.	
Personnel matters	There is no system to handle personnel matters in a consistent manner. Some situations may be handled with bias.	A system is used to address personnel matters with consistency, fairness, discretion and impartiality.	Establishes a system that is proactive with personnel matters. Personnel policies are routinely discussed and promoted.	
Delegation of duties	Doesn't delegate duties. Maintains personal control over all district operations.	Delegates responsibility to staff within their abilities and then provides support to ensure their success.	Delegates responsibility to staff that will foster professional growth, leadership and decision-making skills.	
Recruitment	There is no formal recruitment process and/or hires are considered in an arbitrary manner.	Follows a formal recruitment process for each hiring opportunity.	Follows a formal recruitment process for each hiring opportunity. Actively recruits the best staff available and encourages their application to the district.	
Visibility	Seldom visits buildings.	Visits buildings/ classroom as time permits.	Regular visits to buildings and classrooms are a priority item.	
Category Rating & Comments:				

D. Business and Finance

	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Rating (Does Not Meet Expectations, Meets Expectations or Exceeds Expectations)
Budget development and maintenance	Superintendent's budget knowledge is limited. The budget is developed and managed without taking into consideration current needs of the district.	Budget actions are proactive and consider the most current information and data. A balance is sought to meet the needs of students and remain fiscally responsible to the community.	Budget actions are proactive and consider both current and long-range information and data. A balance is sought to meet the current and future needs of students and remain fiscally responsible to the community.	
Budget reports	Doesn't report financial information to the board except with the annual audit.	Regularly reports to the board concerning the budget and financial status.	Constant flow of budgetary/ financial information provided with discussion of the ramifications of any changes.	
Facility management	A facilities management plan is not created. Maintenance is only performed when absolutely needed.	A facilities management plan is in place that includes the current status of the buildings and the need to improve any facilities in the future.	Facilities management plan in place, includes current status of buildings and the need to improve facilities in the future, with a projected plan to secure funding.	
Resource allocation	Resources are allocated without consideration of district needs.	Resources are distributed based upon district goals and seek to meet immediate objectives.	Resources are distributed based upon district goals and seek to meet immediate and long-range objectives.	
Category Rating & Comments:				

E. Instructional Leadership

	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Rating (Does Not Meet Expectations, Meets Expectations or Exceeds Expectations)
Professional knowledge	Is unaware of current instructional programs.	Demonstrates knowledge of current instructional programs, and is able to discuss them.	Demonstrates knowledge and comfort with current instructional programs. Seeks to communicate with others how the district is implementing best practices.	
Self-improvement	Does not participate in professional development opportunities.	Seeks to learn and improve upon personal and professional abilities. Attends professional conferences when appropriate.	Eagerly seeks to learn and improve upon personal and professional abilities. Is able to apply this new learning for the benefit of the district. Participates actively in professional groups and organizations.	
Focus on students	Focus is on the management of the district and maintaining day-to-day operations. Student achievement isn't the priority.	Student achievement is important and guides decisions made within the district.	Places student achievement as the top priority and consistently communicates this to others. Bases decisions on improving student achievement. This priority is reflected in the budget.	
Goal development	Goals are not developed.	Facilitates the development of short term goals for the district. Provides the necessary financial resources to meet those goals.	Believes in and facilitates the development of short/long term goals for the district. Aligns the available resources within the budget to accomplish these goals.	
Staff development	Staff development isn't provided. Staff members are responsible for their own improvement.	Staff development programs are offered based upon available opportunities that are targeted toward increasing student achievement.	Staff development programs are targeted toward district-specific goals and are sustained to increase student achievement.	

Curriculum	Curriculum isn't a priority in the district.	A curriculum is in place that seeks to meet the state standards.	There is an on-going review process to be sure the curriculum is aligned to the state standards and meets the needs of our students.	
Category Rating & Comments:				

F. District Results (Student Performance)

The superintendent's work is grounded in the work of teachers, principals, and other staff and administrators, and is directly linked to student performance data used in the evaluation of teachers and principals. The idea is to build a parallel and aligned system that links student performance targets, teacher performance targets, administrator performance targets, and, ultimately, district performance targets.

The superintendent and Board of Education will ensure the Board, superintendent and district goals are aligned and remain focused on the district's priorities.

The following goals have been developed and agreed upon during the ----- BOE meeting.

Goal 1 -	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Rating (Does Not Meet Expectations, Meets Expectations or Exceeds Expectations)
	Shows no progress toward meeting the goal	Shows progress towards meeting the goal	Exceeds the established goal	

Goal 2 -	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Rating (Does Not Meet Expectations, Meets Expectations or Exceeds Expectations)
	Shows no progress toward meeting the goal	Shows progress towards meeting the goal	Exceeds the established goal	

Goal 3 -	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Rating (Does Not Meet Expectations, Meets Expectations or Exceeds Expectations)
	Shows no progress toward meeting the goal	Shows progress towards meeting the goal	Exceeds the established goal	

Comments:

Determining the Overall Evaluation Rating

Superintendent's name: Dr. Yiendhy Farrelly	School year:
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RATINGS ON INDIVIDUAL DOMAINS:

A. Relationship with Board	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
B. Community Relations	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
C. Staff Relationships	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
D. Business & Finance	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
E. Instructional Leadership	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
F. District Results	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations

OVERALL RATING:	Meets Expectations
	Exceeds Expectations

Summary Comments by Board of Education:

Summary Comments by the Superintendent:

Superintendent's Signature: _____ Date: _____

Board President's Signature: _____ Date: _____

(The administrator's signature indicates that he or she has seen and discussed the evaluation; it does not necessarily denote agreement with the evaluation.)

The Council's Superintendent Model Evaluation

Superintendent Evaluation Process

July/August

Board and superintendent review evaluation process, performance, and standards.

Board and superintendent agree upon board, superintendent and district goals.

September-December

Superintendent provides regular updates to the Board regarding superintendent goals, district goals and rubric rating categories.

January/ February

Superintendent and Board shall hold a meeting to review goal progress.

Superintendent will provide reflection related to the superintendent goals, district goals and rubric rating categories.

As outlined in the superintendent's contract, no later than the last public meeting of the Board in February in each year of the Superintendent's contract or any extension hereof, the Board shall meet in executive session to consider extending the term of the Superintendent's employment for an additional one (1) year period as outlined by contract. At such time, a motion to extend the term of the superintendent's agreement for an additional one (1) year period will be moved, seconded and voted upon by the Board. When circumstances warrant said date may be extended; any extension requires mutual agreement between the Superintendent and the Board pursuant to contract language. Upon the Board's failure or refusal to so move, second, consider and vote, after such notification, upon such an extension within the time provided herein, the then unexpired term of this Agreement shall be automatically be extended by an additional one (1) year period. Actions will be in accordance to the terms outlined in the superintendent's contract.

March/ April

Superintendent will provide regular updates to the Board regarding superintendent's goals, district goals and rubric rating categories.

May/June

Superintendent provides the BOE a self - reflection document. BOE meet to review the document and complete the rubric.

BOE president compiles the information provided by the trustees in the individual ratings sheets.

Final evaluation is reviewed with the Superintendent and filed with the District Clerk.

Set date for summer retreat or summer meeting

Agenda Format

2350

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
 - 6:00 P.M. - Meeting Convenes Followed by Student Presentation(s) and/or Executive Session
 - 7:00 P.M. - Public Session Resumes Beginning with Item #3
- 3] Approval of the minutes of previous meeting(s)
- 4] Statement of the Board and/or Superintendent
- 5] Statement of West Babylon Teachers' Association Representative
- 6] Statement of School Administrators' Association Representative
- 7] Statement of C.S.E.A. Representatives
- 8] Statement of Student Association Representative
- 9] Statement of PTA Council Representative
- 10] Statement of Residents re: agenda items (15 minutes - limited to 3 minutes per speaker)
- 11] Report of Superintendent and/or educational presentation
- 12] Business Agenda items.
- 13] Review of policies.
- 14] Board of Education Reports
- 15]. Strategic Plan Update
- 16] Old Business
- 17] New Business
- 18] Statements of Residents re: other district items (15 minutes - limited to 3 minutes per speaker)
- 19] Follow-Up to Residents' Statements

Question	Follow-Up

- 20] Adjournment (This should take place by 10 PM)

The regular order of business may be changed at any meeting (and for that meeting only) by an affirmative vote of a majority voting for the proposed change in the regular order of business.

Except in emergencies, the Board shall not attempt to decide upon any question under consideration before examining and evaluating relevant information. The Superintendent shall be given an opportunity to examine and to evaluate all such information, and to recommend action before the Board attempts to make a decision.

The Board may adjourn a regular or special meeting at any place in the agenda providing that arrangements are made to complete the items of business on the agenda at a future meeting. The minutes shall make notice of the adjournment, and the reconvened sessions shall be considered an addition to these minutes.

CONTRACTING FOR PROFESSIONAL SERVICES

The Board of Education will make certain that professional services are secured in a manner that protects the integrity of the process, ensures the prudent use of taxpayer dollars and provides a high quality standard of service, in accordance with law and regulation. Professional services are defined as services requiring special skill and/or training, such as legal services, medical services, auditing services, property appraisals or insurance.

Purchasing professional services does not require competitive bidding. The Board directs the Superintendent, Executive Director for Finance and Operations and administrative personnel who are responsible for securing professional services to take measures to ensure that a highly qualified professional is secured through the prudent and economical use of public money, which may include:

1. reviewing trade journals;
2. checking professional listings; and/or
3. inquiring of other districts or other appropriate sources.

Except for procurements made pursuant to General Municipal Law, section 103(3) (through certain county contracts), and section 104 (through certain State and Federal contracts), alternative proposals or quotations for goods and services shall be secured by use of either written requests for proposals, written quotations, verbal quotations or any other method of procurement that furthers the purposes of the General Municipal Law, section 104-b.

The designated district staff will prepare a comprehensive written request for proposals (RFP), which will contain critical details of the services sought. The RFP will specify that the proposal include the structure of the relationship between the district and the provider, including, if applicable, the terms of the retainer, the hourly fees and other associated costs.

In reviewing the RFPs, the district will consider, at a minimum, the following factors:

1. the suitability of the individual/firm for the district's needs;
2. the special knowledge or expertise of the individual/firm;
3. the credentials and applicable certifications of the individual/firm;
4. the quality of the service provided by the individual/firm;
5. cost;
6. the staffing available from the firm or the time available from the individual;

The district will periodically, but not less frequently than every five years, issue professional service RFPs and may conduct interviews as part of the RFP process. The written proposals submitted by applicants shall be maintained for at least six years.

The Superintendent, after a thorough review of the proposals, in consultation with the Executive Director for Finance and Operations and the [Assistant Superintendent] *Executive Director* for Human Resources will recommend the professional service provider best suited to the district to the Board of Education for its approval.

Regardless of when during the year the professional service provider was engaged by the Board, at the annual organizational meeting the Board will appoint the attorney, physician, external auditor, or other professional, as applicable. Professional service providers selected and appointed in this manner will not be considered employees of the district.

The Superintendent is charged with developing administrative procedures to implement this policy.

Cross-ref: 2210, Board Annual Organizational Meeting - 9500, Compensation and Benefits

Ref: General Municipal Law § 104-b - 2 NYCRR §§ 315.2, 315.3 *Trane Co. v Broome County*, 76 A.D.2d 1015
Appeal of Lombardo, 38 Educ. Dept. Rep. 730 - Opn. St. Comp. 92-33

Adoption date: November 7, 2011

*The Board of Education will review the proposals and select the professional service provider best suited to the district's needs.

DISCLOSURE OF WRONGFUL CONDUCT

The Board of Education expects officers and employees of the district to fulfill the public's trust and to conduct themselves in an honorable manner, abiding by all district policies and regulations and by all applicable state and federal laws and regulations.

However, when district officers or employees know or have reasonable cause to believe that serious instances of wrongful conduct have occurred, they should report such wrongful conduct to the Superintendent of Schools or the Board. For purposes of this policy, the term "wrongful conduct" shall be defined to include:

- theft of district money, property, or resources;
- misuse of authority for personal gain or other non-district purpose;
- fraud;
- violations of applicable federal and state laws and regulations; and/or
- serious violations of district policy, regulation, and/or procedure.

Disclosure and Investigation

Employees and officers who know or have reasonable cause to believe that wrongful conduct has occurred or is occurring shall report such mismanagement, fraud or abuse to the Superintendent or the Board, if the allegation involves the Superintendent. Upon receiving a report of alleged wrongful conduct, the district shall take prompt steps to conduct an investigation.

Staff members who suspect that a violation of state testing procedures has occurred by a certified educator, or non-certified individual involved in the State Education Department (SED) in the manner prescribed by the Commissioner of Education, must report concerns to the Superintendent or Board of Education. Any Building Principal receiving such report shall relay this information to the Superintendent.

The Superintendent or other designee (e.g., School Attorney, Independent Auditor, etc.) shall maintain a written record of the allegation, conduct an investigation to ensure that the appropriate unit (e.g., auditors, forensic auditors, police, etc.) investigates the disclosure, and notify the Board when appropriate to do so.

Except as otherwise provided in either state and/or federal law, the Board-designated officer shall make all reasonable attempts to protect the identity of the employee making the disclosure in a confidential manner, as long as doing so does not interfere with conducting an investigation of the specific allegations or taking corrective action.

The district shall not take adverse employment action against an employee who has notified the district of wrongdoing, allowing the district the opportunity to investigate and correct the misconduct. The district shall not take adverse action against an employee who has reported misconduct when mandated to do so by federal or state law or regulation.

"Whistleblower" Protections

Pursuant to section 75-b of the Civil Service Law, an employee or officer who provides disclosures of wrongful conduct that presents a substantial and specific danger to the public health or safety or which he or she reasonably believes to be true and improper on the part of the Board or the district shall have "whistleblower protection" against retaliation in the nature of adverse action affecting compensation, appointment, promotion,

transfer, assignment, reassignment or evaluation of performance.

Pursuant to section 3028-d of the Education Law, an employee who has reasonable cause to suspect that the fiscal practices or actions of an officer or employee of the district violates any local, state, or federal law, rule or regulation relating to the financial practices of the district, and who, in good faith, reports such information to a district official, Office of the State Comptroller,

Commissioner of Education or law enforcement authorities shall have immunity from any civil liability that may arise from the making of such report. Further, no district employee or officer may take, request, or cause a retaliatory action against any employee who makes such a report.

Any employee or officer who is concerned that retaliation for providing information regarding wrongful conduct has occurred or is occurring should report this to the Superintendent or the Board.

Dissemination and Review

This policy shall be published in employee handbooks, posted in employee lounges and given to all employees with fiscal accounting and/or money handling responsibilities on an annual basis. The Superintendent of Schools, the Auditor, the School Attorney and others involved in implementing this policy shall meet with the Board once a year to evaluate the effectiveness of this policy and to make appropriate adjustments, if any, to the policy.

Ref:

Civil Service Law §75-b

Education Law §3028-d

Labor Law §740

Garrity v. University at Albany, 301 A.D. 2d 1015 (3rd Dept. 2003)

Matter of Brey v. Bd. of Educ., 245 A.D. 2d (3rd Dept. 1997)

Adoption date: December 13, 2011