

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK  
REGULAR MEETING  
BOARD OF EDUCATION  
BOARD ROOM - ADMINISTRATION BUILDING  
TUESDAY – MAY 3, 2016  
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]

**2016-2017 Budget Hearing (approx. 7:00 P.M.)**

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

3. Approval of minutes of previous meeting(s): Regular Meeting: April 19, 2016
4. Statement of the Board and/or Superintendent
5. Statement of West Babylon Teachers' Association Representatives
6. Statement of School Administrators' Association Representatives
7. Statement of C.S.E.A. Representatives
8. Statement of Student Association Representatives
9. Statement of PTA Council Representatives
10. Statement of Residents re: agenda items [15 minutes-limited to 3 minutes per speaker]\*
11. Report of the Superintendent and/or Educational Presentation
12. Business Agenda [**\*\*Consent Agenda Items**]
  - A. **BOARD OF EDUCATION**
    - \*\* (R) Authorization for the Board President and the Superintendent of Schools to sign a Contract Agreement with the Driver Education Classroom Instructor for the period July 1, 2016 through June 30, 2019 (Res. #BE-1)
  - B. **PERSONNEL**
    - \*\* (R) 15-P-18 Professional Personnel
    - \*\* (R) 15-C-18 Civil Service Personnel (Res. #PE-1)

**C. FINANCE**

- \*\* (R) Approval of the 2016-2017 SED Property Tax Report Card (Res. #FI-1)
  - \*\* (R) Authorization of Correction to \*\*#FI-2 (April 12, 2016 BOE Agenda) (Res. #FI-2)
  - \*\* (R) Authorization of Correction to \*\*#FI-3 (April 12, 2016 BOE Agenda) (Res. #FI-3)
  - \*\* (R) Award of Bids (Res. #FI-4 through Res. #FI-5)
13. Policy Review:
- A. Board Review-Public Use of Facilities (Second Time Discussion) (File:1500)
  - B. Board Review-Public Use of Facilities-Regulations (Review) (File:1500-R)
  - C. Board Review-Audit Committee (First Time Reading) (File:6690)
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.]

**Please Note:**

◆ **2016-2017 West Babylon School District Budget:**

**Budget Hearing** -- May 3, 2016 -- 7:00 P.M. -- Administration Building

**District Budget Vote and Trustees Election** -- May 17, 2016 -- 7:00 A.M. to 9:00 P.M.  
(Administration Building and Santapogue School)

\*Per Board Policy 1230: The Board of Education encourages participation of residents at open Board meetings. The President of the Board shall ask for brief statements from residents and set a time limit (three minutes per resident) on such statements. To allow for public participation, a period not to exceed 15 minutes shall be set aside during the first and last part of each Board meeting. The President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented. The President shall have the right to discontinue any presentation which violates this policy. Residents wishing to speak should identify themselves, their address, any organization they may be representing at the meeting, and the topic they wish to discuss. Statements during the first part of the meeting will relate to agenda items. Statements during the second part of the meeting will relate to other district matters.

**Follow-Up to Residents' Unanswered Questions**

<b>Date</b>	<b>Residents' Questions</b>	<b>Responses</b>
<b>April 19, 2016</b>	-----	-----
<b>April 12, 2016</b>	-----	-----
<b>March 22, 2016</b>	-----	-----
<b>March 8, 2016</b>	-----	-----
<b>February 23, 2016</b>	-----	-----
<b>January 26, 2016</b>	-----	-----
<b>January 12, 2016</b>	-----	-----
<b>December 8, 2015</b>	-----	-----
<b>November 24, 2015</b>	-----	-----
<b>November 10, 2015</b>	-----	-----
<b>October 27, 2015</b>	-----	-----
<b>October 13, 2015</b>	-----	-----
<b>September 21, 2105</b>	-----	-----
<b>September 8, 2015</b>	-----	-----
<b>August 25, 2015</b>	-----	-----
<b>July 7, 2015</b>	-----	-----
<b>June 23, 2015</b>	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK

REGULAR MEETING  
BOARD OF EDUCATION

BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – MAY 3, 2016

**RESOLUTIONS**

**BOARD OF EDUCATION**

\*\*#BE-1

RESOLVED: that the Board President and the Superintendent of Schools are authorized to sign a Contract Agreement with the Driver Education Classroom Instructor for the period July 1, 2016 through June 30, 2019.

**PERSONNEL**

**\*\*#PE-1**

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

<u>15-P-18</u>	Professional Personnel
<u>15-C-18</u>	Civil Service Personnel

**FINANCE**

**\*\*#FI-1**

**RESOLVED:** that the West Babylon Board of Education approves the 2016-2017 State Education Department Property Tax Report Card as required by the State Education Department.

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**\*\*#FI-2**

**RESOLVED:** that the West Babylon Board of Education hereby authorizes the correction of resolution **\*\*#FI-2**, which appeared on the April 12, 2016 Board of Education agenda:

**\*\*#FI-2 approved on April 12, 2016:**

**RESOLVED:** that the West Babylon Board of Education accepts a grant in aid, of **\$57,000**, in support of the general expenditures of the District.

**Resolution corrected on May 3, 2016 to read:**

**RESOLVED:** that the West Babylon Board of Education accepts a grant in aid, of **\$57,500**, in support of the general expenditures of the District.

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**\*\*#FI-3**

**RESOLVED:** that the West Babylon Board of Education hereby authorizes the correction of resolution **\*\*#FI-3**, which appeared on the April 12, 2016 Board of Education agenda:

**\*\*#FI-3 approved on April 12, 2016:**

**RESOLVED:** that the West Babylon Board of Education authorizes the grant in aid funds (**\$57,000**) to be added to the 2015-2016 voter approved general fund budget by increasing the appropriations to A2110.4760 Student Travel and A5510.1631 Bus Driver Field Trips.

**Resolution corrected on May 3, 2016 to read:**

**RESOLVED:** that the West Babylon Board of Education authorizes the grant in aid funds (**\$57,500**) to be added to the 2015-2016 voter approved general fund budget by increasing the appropriations to A2110.4760 Student Travel and A5510.1631 Bus Driver Field Trips.

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**\*\*#FI-4**

**RESOLVED:** that the West Babylon Board of Education approves C & M Door Controls, Inc., as the lowest responsible bidder, for exterior door replacements, at the Junior High School.

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**\*\*#FI-5**

**RESOLVED:** that the West Babylon Board of Education approves Barrett, Bonacci and Van Weele, P.C., as the lowest responsible bidder, to perform survey work in conjunction with the planned site alterations at John F. Kennedy Elementary School and South Bay Elementary School.

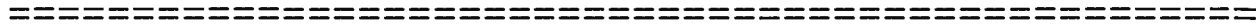
WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - MAY 3, 2016

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**PERSONNEL**

(R) Schedules:      15-P-18      Professional Personnel  
                             15-C-18      Civil Service Personnel (\*\*#PE-1)



**PROFESSIONAL PERSONNEL SCHEDULE**

**I. Professional Personnel Schedule 15-P-18**

- A. Family Medical Leave
- B. Leave of Absence Request
- C. A.C.T. Proctors

**CIVIL SERVICE PERSONNEL SCHEDULE**

**II. Civil Service Personnel Schedule 15-C-18**

- A. Family Medical Leaves
- B. Resignation
- C. LOA Returnee
- D. Probationary Appointment



SCHEDULE 15-P-18 Professional Personnel Schedule

Date of Meeting: May 3, 2016

Page 1 of 2 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Galvin, Donna	Science Tchr.	HS		4/19/16 -	Family Medical Leave
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Mandriota, Jennifer	Mathematics Tchr.	JH		4/14/16 - end of second semester	Leave of Absence
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**A.C.T. Proctors:**

			\$22.47/hr.	4/9/16	
Dombo, Stephen					5 hrs.
Iaquinto, Christine					5 hrs.
Ruiz, Lawrence					5.5 hrs.
Marino, Alyssa					6 hrs.
McCardle, Patrick					6 hrs.
Rogovitz, Eugene					6 hrs.
Romeo, Marta					6 hrs.
Fealey, Miranda					6.5 hrs.
Hickey, Susan					6.5 hrs.
Amaya, Idalia					8 hrs.
Ofsharick, Shannon					8 hrs.
Satriano, Paul					8 hrs.
Thomas, Stephanie	ACT Coordinator				8 hrs.

SCHEDULE 15-C-18 Civil Service Personnel Schedule

Date of Meeting: May 3, 2016

Page 2 of 2 pages.

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL/ AREA</b>	<b>STEP/ SALARY</b>	<b>BEG/END APPT.</b>	<b>COMMENTS</b>
Penny, Thomas	Custodial Wrkr. I	SA		3/15/16 -	Family Medical Leave
Hirshkowitz, Stewart	Auto Mechanic II	Trans.		4/5/16 -	Family Medical Leave
Jarrell, Michelle	Paraprofessional (special ed. aide)	FA		4/19/16	Resignation
Pagano, Agatha	Paraprofessional (hall monitor)	HS		5/2/16	Returning from LOA
*Mule, Carrie	Paraprofessional (special ed. aide)	FA	Step 1/ \$13.64/hr.	5/19/16	Probationary Appt.

\*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT  
REGULAR MEETING - BOARD OF EDUCATION - TUESDAY- MAY 3, 2016

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**FINANCE**

- (R) Award of Bid to C & M Door Controls, Inc. (\*\*#FI-4)
- (R) Award of Bid to Barrett, Bonacci and Van Weele, P.C. (\*\*#FI-5)

**West Babylon Schools**  
*Office of Business Administration*

MEMORANDUM

TO: Dr. Yiendhy Farrelly, Superintendent

FROM: Michele Psarakis, Executive Director for Finance and Operations

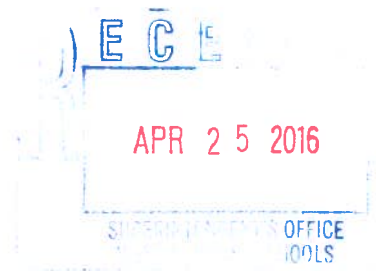
DATE: April 21, 2016

RE: Board of Education Agenda Item



I recommend the following item be placed on the May 3, 2016 agenda:

**RESOLVED:** that the West Babylon Board of Education approves C&M Door Controls, Inc. as the lowest responsible bidder for exterior door replacements at the Junior High School.





**BURTON ♦ BEHRENDT ♦ SMITH**

ARCHITECTURE LANDSCAPE ARCHITECTURE  
ENGINEERING

ROGER P. SMITH, A.I.A., LEED AP, PRINCIPAL  
LAWRENCE SALVESEN, A.I.A., LEED AP  
FREDERICK W. SEEBB, P.E., LEED AP

April 25, 2016

West Babylon Union Free School District  
Administrative Offices  
200 Old Farmingdale Road  
West Babylon, NY 11704

Attention: Mrs. Michele Psarakis  
Director of Finance and Operations

Re: West Babylon Union Free School District  
Exterior Door Replacement at:  
Junior High School  
BBS No.: 15-218

Dear Mrs. Psarakis,

We have reviewed the bids received on Thursday, April 21, 2016, for the above referenced project, and have found as follows:

Base Bid No. 1 – (General Construction – Exterior Door Replacement)

The apparent low bidder for the exterior door replacement work for the above referenced project is C&M Door Controls, Inc., 20 Markley Street, Port Reading, NJ 07064. Their bid appears to be in conformance with all plans and specifications and they have successfully completed work for our office in the past. Their low bid amount is as follows:

Base Bid No. 1:	\$383,000.00
Add Alternate No. 1: (Courtyard Door #39)	\$ 10,500.00
Add Alternate No. 2: (Courtyard Door #40)	\$ 10,500.00
Add Alternate No. 3: (Main Entry Doors #1)	\$ 53,575.00

Please copy this office on your letter of intent/notice to proceed, along with alternates selected, if any. If you have any questions or comments, please do not hesitate to contact us.

Very truly yours,

Karalisa R. Grundner, AIA, LEED AP BD&C  
Project Manager

cc: R. Graziano – WBUFSD  
P. Adamo - SCC

244 E. MAIN STREET PATCHOGUE, NEW YORK 11772




P: (631) 475-0349 F: (631) 475-0361

**West Babylon Schools**  
*Office of Business Administration*

**MEMORANDUM**

TO: Dr. Yiendhy Farrelly, Superintendent

FROM: Michele Psarakis, Executive Director for Finance and Operations 

DATE: April 21, 2016

RE: Board of Education Agenda Item

I recommend the following item be placed on the May 3, 2016 agenda:

**RESOLVED:** that the West Babylon Board of Education approves Barrett, Bonacci and Van Weele, P.C., as the lowest responsible bidder to perform survey work in conjunction with the planned site alterations at John F. Kennedy Elementary School and South Bay Elementary School.

RECEIVED

APR 28 2016

OFFICE  
TOOLS

WEST BABYLON UNION FREE SCHOOL DISTRICT  
REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - MAY 3, 2016

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**POLICY**

- A. Board Review-Public use of Facilities (Second Time Discussion) (File:1500)
- B. Board Review-Public Use of Facilities (Review) (File:1500-R)
- C. Board Review-Audit Committee (First Time Reading) (File:6690)

## **PUBLIC USE OF SCHOOL FACILITIES**

School facilities may be used by district residents and members of the general public for activities which are educational, cultural, social, recreational or civic in nature, primarily for the benefit of district residents and consistent with all applicable federal and state laws. Any such use, however, shall not be deemed an endorsement of the activity or the purpose for which the facilities are used.

The buildings and rooms therein, and the grounds of the district may be made available only when not required to serve the program needs of the West Babylon Union Free School District. Once these needs are filled, priority will be given to West Babylon community groups. Non-West Babylon groups shall be treated equally in the approval of uses and in fees charged or waived.

The Superintendent shall prescribe regulations for the use of any school facility. The Superintendent may also appoint a designee who will be responsible for scheduling the use of school facilities, ensuring that economical and efficient use is made of the time and space available, and for issuing permits. Approval for facility use may be granted for the following:

1. For the purpose of instruction in any branch of education, learning, or the arts.
2. For holding social, civic, and recreational meetings and entertainments, and other uses pertaining to the welfare of the community. Such meetings, entertainments, and uses shall be non-exclusive and open to the general public.
3. For meetings, entertainments, and occasions where admission fees are charged, when the proceeds thereof are to be expended for an educational or charitable purpose; but such use shall not be permitted if such meetings, entertainments, and occasions are under the exclusive control, and the said proceeds are to be applied for the benefit of a society, association, or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization other than organizations of veterans of the military, naval, or marine service of the United States and organizations of volunteer firefighters or volunteer ambulance workers.
4. For polling places holding primaries and elections and for the registration of voters and for holding political meetings. No political meeting, however, shall be permitted unless authorized by a vote of the Board of Education, held as provided by law.
5. For emergencies within the school district, such as floods, power outages, and other conditions which require temporary accommodations for residents in sections of the community.
6. Public library purposes, subject to provisions of the Education Law, or as stations of public libraries.
7. Civic forums and community centers.
8. Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.



# DRAFT

Second Time Discussion 5/3/16

9. Child-care programs when school is not in session, or when school is in session for the children of students attending schools of the district and, if there is additional space available, for children of employees of the district.
10. Graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.

The Board of Education reserves the right, at any time and within its complete discretion, to require any applicant to provide insurance in such amounts as the Board of Education may determine to be adequate to insure the school district. Moreover, permission for the use of the facility may be subject to revocation or cancellation when, in the judgment of the Board of Education or the Superintendent of Schools, the interests or requirements of the school district may deem it advisable. Also, the West Babylon Union Free School District is absolved from responsibility for personal property.

The Superintendent of Schools or a designee is authorized to require adult sponsorship for individuals or groups of persons under 21 years of age who wish to use school buildings, grounds, or other facilities. She/he shall limit the use of school buildings, grounds, and other facilities if such use is potentially hazardous or creates a nuisance to surrounding property owners in accordance with such administrative regulations as she/he may deem appropriate. Before granting specific permission for use of a school building, grounds, or other facilities, the Superintendent of Schools or a designee shall require in the application for such use, written acknowledgment by the applicant or a designee, of administrative regulations which govern such use.

#### Responsibility for Damages:

A written guarantee shall be given by a responsible person that the school district shall be reimbursed for any damages incurred while the school facilities were in use.

Any person or persons using school buildings, grounds, or other facilities without specific permission, and outside the procedures and conditions herein outlined, may be considered a trespasser.

When applicable, a damage security deposit is required to be submitted for each event; as defined in this policy.

#### Fees for the Use of Facilities:

Rates charged for authorized use of school buildings, grounds, or other facilities by non-school groups shall be established in accordance with regulations of the Board of Education.

#### Legal References:

Section 414 of Education Law

Equal Access Law

New York Constitution, Article 1 § 11, Article 8 § 1, Article 11 § 3

Adopted: 12/08/2009

Revised: March 12, 2013

## PUBLIC USE OF SCHOOL FACILITIES REGULATION

These regulations have been established in conformance with the regulation stated in Section 414 of the Education Law of the State of New York.

1. All organizations that request the use of the West's Babylon's facilities must provide a certificate of insurance naming the West Babylon Union Free School District as additional insured under the organization's general public liability insurance policy. The limit of liability must be no less than \$1,000,000 combined single limit for bodily injury and property damage and must specify save and hold harmless to the school district. The Board of Education reserves the right to waive and to add to this requirement on a case-by-case basis.
2. An application for use of the school premises may be secured from the office of the Plant Facilities Administrator. Said application must be completed and returned at least one week prior to the requested date of use. Applications for gymnasiums and fields are to be submitted in accordance with the following schedule:

3.

<b>Season/Dates</b>	<b>Applicant's Submission Period</b>
April 1 – June 30	January 1 – January 31
July 1 – August 31	April 1 – April 30
September 1 – November 30	June 1 – June 30
December 1 – March 31	September 1 – September 30

4. If approval is granted, a permit will be presented to the applicant. On day of use, applicants must present permits for review upon request of school officials (e.g. custodians, security, school administrators).
5. The applications shall not be transferable.
6. The applicant will not be admitted to the premises prior to the time stipulated on the application and must vacate the premises by 9:30 p.m. Any deviation from this rule must be approved by the Plant Facilities Administrator. The Board of Education reserves the right to attach an appropriate fee for additional time granted. The custodian on duty has the authority of the Board of Education to request persons on the premises at 9:30 p.m. to leave so that he/she may clear the area and close the school building.
7. Only those facilities and items of equipment that were requested and approved may be used by the applicant.
8. The approved application is valid only for use on the date or dates, at the hours, and for the purpose specified in the application.
9. The approved application must be exhibited upon request to any representative of the Board of Education.
10. The Board of Education reserves the right to impose a charge for the use of the premises according to the services rendered.
11. There shall be no smoking on school property.

12. The Board of Education reserves the privilege of requiring its custodians and/or security officers to be on duty during such use.
13. No application is valid unless signed by the Plant Facilities Administrator.
14. There shall be no gambling or use of intoxicating beverages at any time on the school premises. Such misapplication of school premises will automatically void any previous authorization given.
15. If refreshments are being served, such facts must be stated in the application, and the Plant Facilities Administrator reserves the right of designating the area where they may be served. Absolutely no food or drinks are allowed in the auditorium and gymnasiums at any time.
16. Applicants are responsible for breakage or damage to school property and shall reimburse the school district for said damages or breakage.
17. Applicants are responsible for maintaining adequate discipline for supervision of all event participants. Applicants should be particularly attentive to the appropriate supervision of children.
18. Only in extreme emergencies will verbal permission be given by a Plant Facilities Administrator for use of the buildings or grounds. A written notice, then, must be given to the custodian on duty in the areas concerned and a written form filled out at once for file purposes.
19. The school principal has the prior rights to the use of the school buildings and grounds and the Board of Education reserves the right to cancel any previously approved application for the use of premises if any unscheduled school activity arises which needs the use of the area.
20. The Board of Education reserves the right to cancel any approved application at any time for any reason that it may deem sufficient.
21. The Board of Education reserves the right to make changes and/or additions to these regulations at any time.
22. The policy of the Board of Education is that all meeting dates that fall during vacation periods are automatically canceled. However, upon the approval of the Plant Facilities Administrator, permission may be granted for vacation use if the groups using the buildings pay the district the appropriate rate deemed necessary in regard to the custodial staff.
23. The district sound and/or light systems cannot be altered in any way.
24. On the high school field, which abuts private residences, use shall be restricted as follows:

Sundays:	Not available for use
Saturdays:	8:00 a.m. to dusk
25. Whenever it becomes necessary to schedule a large number of people to use these fields, organizations wishing to do so may pay a fee for a custodian to open and monitor a building's bathroom.
26. When filing an application for use of a field, an organization containing a large number of participants will be required to submit a daily fields' usage schedule which will be forwarded to the security guards slated to be on duty.

# DRAFT

Board Revision 5/3/16

27. A damage security deposit for the PAC is required in the amount of \$5000.00 to be submitted for each event. A security fee of \$1000.00 is required for all other locations
28. All facility use fees (including all additional fees beyond the base use fee) must be paid in-full at least ten business days in advance of the date of facility use.

### **West Babylon Turf Field Usage**

*The turf fields will be available for community members to utilize outside of school hours when not being used by the district and when not rented by an organized group. All turf field rules must be followed for use of the fields. All organized groups are required to obtain a field use permit from the office of the Director of Facilities prior to using the turf field. Known violators of these rules will be responsible to pay for damages.*

### **Turf Field Rules**

1. *Metal spikes or high-heeled shoes are not permitted on the turf. Molded rubber cleats, sneakers, or any other soft soled shoes are acceptable.*
2. *Only freestanding field markers and sports equipment may be used on the field. No sharp objects, including tent stakes, corner flags or other objects that can penetrate the surface of the field*
3. *No food items including gum and sunflower seeds*
4. *No sport drinks or liquids other than water*
5. *No tobacco products of any kind*
6. *No pets*
7. *No bicycles or other unapproved vehicles*
8. *No glass bottles or sharp objects*

Revised: 2/12/13

## AUDIT COMMITTEE

The nine members of the Board of Education serve as the district's Audit Committee for purposes of overseeing and carrying out the Board's audit policies and the performance of related duties and responsibilities. [The district's Audit Committee shall be comprised of at least three members. At least three members shall be appointed to serve on the committee on an annual basis]. Employees of the school district are prohibited from serving on the committee.

The Audit Committee shall:

1. Recommend internal and external audit plans [to the Board], specifying the areas of District operations to be reviewed for compliance with legal and regulatory requirements, operating efficiency and effectiveness;
2. Receive and review the resulting audit reports; [and propose recommendations to the Board for action as may be necessary and appropriate;]
3. Receive and review the report of the external auditor on any findings commented on during the annual audit report, and the management response thereto, [and propose recommendations to the Board for action as may be necessary and appropriate];
4. Oversee the selection of the internal auditor and the external auditor, pursuant to the relevant Board policies, [and make recommendations to the Board for appointment to said positions;] and
5. Perform any other responsibilities outlined by the Board and/or as listed in the District's Audit Committee Charter (see attached exhibit, 6690-E).

The audit committee may conduct an executive session in accordance with law and Commissioner's regulation. [Any member of the board of education who is not a member of the audit committee may be allowed to attend an executive session if authorized by a resolution of the board of education].

It is not the intent of the Board of Education that the Audit Committee participate in or be responsible for the day to day operations of the school district or in the decisions that are the responsibility of the Superintendent of Schools or Executive Director for Business, or the other district administrators.

Ref: Education Law §2116-c  
8 NYCRR §170.12 (d)

Adoption date: November 7, 2011