

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION  
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – AUGUST 23, 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]  
[7:00 P.M. - Public Session Resumes Beginning with Item #3]
3. Approval of minutes of previous meeting(s): Regular Meeting: August 2, 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:
  - A. **Capital Project Update:**  
Mrs. Michele Psarakis, CPA, Executive Director for Finance & Operations  
Mr. Fred Seeba and Ms. Karalisa Grundner, BBS Architects  
Mr. Paul Adamo, School Construction Consultants
12. Business Agenda [**\*\*Consent Agenda Items**]
  - A. **BOARD OF EDUCATION**
    - \*\* (R) Approval of NYSARC, Inc., Suffolk Chapter, to provide Special Education Services, to West Babylon School District Resident Students, during the 2016-2017 School Year (Res. #BE-1)
    - \*\* (R) Approval of Reach for the Stars Tutoring Inc., to provide Academic Tutoring, to West Babylon School District Resident Students, with Disabilities, during the 2016-2017 School Year (Res. #BE-2)
    - \*\* (R) Approval of the Service Agreement between Metro Therapy, Inc., and the West Babylon School District, to provide Services, during the 2016-2017 School Year (Res. #BE-3)

Continued.....

- \*\* (R) Approval of LIDC Services, Inc., to provide Behavior Intervention Services/ Autism and Related Services, to West Babylon School District Resident Students, during the 2016-2017 School Year (Res. #BE-4)
- \*\* (R) Approval of Long Island Athletic Services Inc., to provide Athletic Training Services, during the 2016-2017 School Year (Res. #BE-5)
- \*\* (R) Approval of Transportation Contract, to provide Transportation for a West Babylon School District Resident Student, during the period July 11, 2016 through June 23, 2017 (Res. #BE-6)
- \*\* (R) Approval of Inter-municipal Agreement for Cooperative Transportation Services, with North Babylon School District, during the 2016-2017 School Year (Res. #BE-7)
- \*\* (R) Approval of the 2014-2016 Biennial Review of the Shared Decision Making Plan (Res. #BE-8)
- \*\* (R) Approval and Adoption of the West Babylon School District’s 2016-2017 Annual Professional Performance Review (“APPR”) Plan (Res. #BE-9)

**B. PERSONNEL**

- \*\* (R) 16-P-3 Professional Personnel
- \*\* (R) 16-C-3 Civil Service Personnel (Res. #PE-1)

**C. FINANCE**

- \*\* (R) Approval of Budget Transfers (Res. #FI-1)
- \*\* (R) Authorization of Additional Transfer of 2015-2016 Fund Balance (Res. #FI-2)
- \*\* (R) 2016-2017 West Babylon Union Free School District Tax Levy (Res. #FI-3)
- \*\* (R) 2016-2017 West Babylon Public Library Tax Levy (Res. #FI-4)
- \*\* (R) Acknowledgement of the 2016-2017 Town of Babylon Assessed Valuation for Senior Citizen and Clergy Exemptions (Res. #FI-5)
- \*\* (R) Acceptance of April, May and June, 2016 Claims Auditor’s Reports and Recommendations (Res. #FI-6)
- \*\* (R) Acceptance of Donations (Res. #FI-7 through Res. #FI-10)
- \*\* (R) Approval of the Treasurer’s Reports and Recommendations for the Months of June and July, 2016 (Res. #FI-11)

**D. FACILITIES**

- \*\* (R) Declaration of Obsolete South Bay School Equipment (Res. #FA-1)
- \*\* (R) Declaration of Obsolete Senior High School Athletic Equipment Storage Container (Res. #FA-2)
- \*\* (R) Approval of Removal of Fuel Oil Underground Storage Tanks located at the Bus Garage (Res. #FA-3)

13. Policy Review:

- A. Board Review: Student Attendance (Third Time Adoption) (File:5100)
- B. Board Review: Homeless Children (Second Time Discussion) (File:5151)

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
August 2, 2016	-----	-----
July 5, 2016	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK

REGULAR MEETING  
BOARD OF EDUCATION

BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – AUGUST 23, 2016

RESOLUTIONS

**BOARD OF EDUCATION**

\*\*\*BE-1

RESOLVED: that the West Babylon Board of Education approves the following educational center, to provide special education services, to West Babylon School District resident students, during the 2016-2017 school year:

NYSARC, Inc., Suffolk Chapter

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\*\*\*BE-2

RESOLVED: that the West Babylon Board of Education approves the following agency to provide academic tutoring, to West Babylon School District resident students, with disabilities, during the 2016-2017 school year:

Reach for the Stars Tutoring, Inc.

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\*\*\*BE-3

RESOLVED: that the West Babylon Board of Education approves the service agreement between Metro Therapy, Inc., to provide numerous services (speech, vision, bilingual, assistive tech., etc.), to West Babylon School District resident students, during the 2016-2017 school year:

Metro Therapy, Inc.

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\*\*\*BE-4

RESOLVED: that the West Babylon Board of Education approves the following agency to provide behavior intervention services/autism and related services, to West Babylon School District resident students, during the 2016-2017 school year:

LIDC Services, Inc.

\*\*\*BE-5

RESOLVED: that the West Babylon Board of Education approves Long Island Athletic Services, Inc. to provide athletic training services during the 2016-2017 school year.

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\*\*\*BE-6

RESOLVED: that the West Babylon Board of Education approves the transportation contract, dated August 2, 2016, with the parent(s) of a child attending James Wilson Young Middle School in Bayport, New York, during the 2016-2017 school year. The West Babylon School District is duly empowered, by the Education Law, to enter into a contract for the purpose of providing transportation for a resident child of said district, for the period July 11, 2106 and, is anticipated to be in effect, through June 23, 2017. The district agrees to reimburse the parent(s), listed in the transportation contract, for mileage at the IRS standard mileage rate in effect, for the dates of travel.

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\*\*\*BE-7

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 2016-2017 school year. Both, the West Babylon School District and the North Babylon School District, desire to cooperate in the provision of bus transportation services for students, for the purpose of receiving cost savings. These students are residents of the parties' respective school districts, but attend non-public schools currently serviced by both school districts.

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\*\*\*BE-8

RESOLVED: that the West Babylon Board of Education approves the 2014-2016 Biennial Review of the Shared Decision Making Plan.

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\*\*\*BE-9

RESOLVED: that the West Babylon Board of Education herewith approves and adopts the West Babylon School District's Annual Professional Performance Review ("APPR") Plan for classroom teachers and principals in compliance with Education Law Section 3012-d 8 N.Y.C.R.R. 30-3, commencing with the 2016-2017 school year; and

BE IT FURTHER RESOLVED, that the West Babylon Board of Education authorizes the Superintendent of Schools or his/her designee to submit the plan via the online portal to the Commissioner of Education for review; and

BE IT FURTHER RESOLVED, that the West Babylon Board of Education authorizes the Superintendent of Schools and Board of Education President to execute the Joint Certificate Form, as required, for submission of the plan to the Commissioner of Education.

**PERSONNEL**

\*\*\*PE-1

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

<u>16-P-3</u>	Professional Personnel
<u>16-C-3</u>	Civil Service Personnel

**FINANCE**

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

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

<i>ACCOUNT CODE</i>	<i>ACCOUNT CODE DESCRIPTION &amp; TRANSFER EXPLANATION</i>	<i>FROM</i>	<i>TO</i>
A9060.8000	Health Insurance	\$ 160,697.54	
A9760.7000	TAN Interest		\$156,529.11
A9901.9500	Special Aid		\$ 4,168.43
	2015-2016 Reconciliation		

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

**RESOLVED:** that the West Babylon Board of Education hereby authorizes an additional transfer of 2015-2016 fund balance into and between any of the properly established reserves not to exceed:

<b>Reserves</b>	<b>Transfers Not To Exceed</b>
Workers Compensation	\$ 500,000.00
Employees' Retirement (ERS)	\$1,000,000.00

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

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

**RESOLVED:** that the amount to be raised by tax levy, for the West Babylon Union Free School District, be fixed at the sum of \$68,243,966.00, for the 2016-2017 school year.

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

**RESOLVED:** that the amount to be raised by tax levy, for the West Babylon Public Library, be fixed at the sum of \$3,532,230.00, for the 2016-2017 school year, as presented by Ms. Gail Pepa, Director, West Babylon Public Library.



\*\*\*FI-5

RESOLVED: that the West Babylon Board of Education acknowledges the 2016-2017 Assessed Valuation, as received by the Town of Babylon, for the Senior Citizen Exemption as \$407,580.00 and the Clergy Exemption as \$9,000.00

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\*\*\*FI-6

RESOLVED: that the West Babylon Board of Education accepts the Claims Auditor’s reports and recommendations for the months of April, May and June 2016.

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\*\*\*FI-7

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$27.04, from The Kula Foundation, 621 17<sup>th</sup> Street, Suite 1655, Denver, Colorado, on behalf of Red Robin’s donations program. The donation will be deposited into South Bay School’s Trust and Agency account.

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\*\*\*FI-8

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$37.20, from The Kula Foundation, 621 17<sup>th</sup> Street, Suite 1655, Denver, Colorado, on behalf of Red Robin’s donations program. The donation will be deposited into the Senior High School’s Trust and Agency account.

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\*\*\*FI-9

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$748.76, from Stop & Shop’s Rewards program. The donation will be deposited into the Senior High School’s Trust and Agency account.

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\*\*\*FI-10

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$413.82, from Target’s “Take Charge of Education” program. The donation will be deposited into the Senior High School’s Trust and Agency account.

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\*\*\*FI-11

RESOLVED: that the West Babylon Board of Education approves the Treasurer’s reports for the months of June and July, 2016.

**FACILITIES**

**\*\*#FA-1**

**RESOLVED:** that the West Babylon Board of Education declares the following equipment, located at South Bay School, obsolete:

- |             |                               |
|-------------|-------------------------------|
| 6 (six)     | Coby CVH42 Headphones         |
| 1 (one)     | Hamilton HA66USBSM Headphones |
| 12 (twelve) | Califone 3068AV Headphones    |
| 9 (nine)    | Avid 12796 Headphones         |

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**\*\*#FA-2**

**RESOLVED:** that the West Babylon Board of Education declares one athletic equipment storage container, located at the Senior High School (next to the batting cages), obsolete.

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**\*\*#FA-3**

**RESOLVED:** that the West Babylon Board of Education authorizes AARCO Environmental Services Corporation to remove 2 (two) 1000 gallon Fuel Oil Underground Storage Tanks located at the District Bus Garage. This work will be performed utilizing BOCES Bid #2014-020-0107 ensuring best pricing.

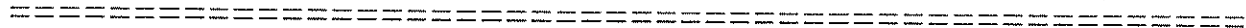
WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - AUGUST 23, 2016

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**PERSONNEL**

(R) Schedules:      16-P-3      Professional Personnel  
                             16-C-3      Civil Service Personnel (\*\*#PE-1)



**PROFESSIONAL PERSONNEL SCHEDULE**

**I. Professional Personnel Schedule 16-P-3**

- A. Probationary Appointments
- B. Regular Substitute Appointment
- C. Part-time Appointments
- D. Additional Sections/HS
- E. 2016-2017 Annual Appointments
- F. Fall, 2016-2017 Coaching
- G. 2016 Summer Work
- H. 2016 Summer Regents Prep
- I. 2016-2017 Student Teachers/Observers/Interns
- J. 2016-2017 Per Diem Substitutes

**CIVIL SERVICE PERSONNEL SCHEDULE**

**II. Civil Service Personnel Schedule 16-C-3**

- A. Family Medical Leaves
- B. Resignations
- C. Probationary Appointment
- D. Additional Hours-Adjustment
- E. 2016 Summer Work
- F. 2016-2017 Per Diem Substitutes

SCHEDULE 16-P-3 Professional Personnel Schedule

Date of Meeting: August 23, 2016

Page 1 of 9 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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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. Expected date of tenure 9/1/20. This applies to the following teachers:**

Campbell, Sarah	Library Media Specialist	JK	Step A-5-1/ \$58,511.	9/1/16	Probationary Appt. [cert: Library Media Specialist]
Weisbecker, Roberta	School Nurse Tchr.	DW	Step A-1-1 / \$48,759.	9/1/16	Probationary Appt. [cert: PreK, Kgn & 1-6, RN license,SNT pending]
Peterson, Robert	Special Education Tchr.	SA	Step A-1-1/ \$48,759.	9/1/16	Probationary Appt. [cert: SWD B-2,SWD 1-6, Early Child.B-2, Child.Ed.1-6]
Quinn, Denise	Regular Substitute/ Elementary Tchr.	SA	Step A-5-1/ \$58,511. (prorate)	9/1/16- end of first semester, or earlier at districts discretion	[cert: Pre-K, Kgn & 1-6]

SCHEDULE 16-P-3 Professional Personnel Schedule

Date of Meeting: August 23, 2016

Page 2 of 9 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b>Part-Time Appointments:</b>					
Osborn, Cathleen	PT/Reading Tchr. (.4)	JK	Step A-5-1/ \$58,511. (prorate @ 40%)	9/1/16 - 6/30/17	[cert: Literacy B-6, Early Child.B-2, Childhood Ed.1-6]
Klein, Brendan	PT/Social Studies Tchr. (.4)	JH	Step A-1-1/ \$48,759. (prorate @ 40%)	9/1/16 - 6/30/17	[cert: Social St. 7-12 ]
Smith, Kerry	PT/Technology Tchr. (.2)	JH	Step A-8-1/ \$66,313. (prorate @ 20%)	9/1/16 - 6/30/17	[cert: Pre-K-6, Biology 7-9 ext., Educational Tech. Specialist pending]
<b>Additional Sections:</b>					
Hansen, Kevin	Physics (.1)	HS	\$98,497. (prorate @ 10%)	2016-2017	
Montalvo, Christina	AP Calculus BC (.1)		\$114,645. (prorate @ 10%)		

SCHEDULE 16-P-3 Professional Personnel Schedule

Date of Meeting: August 23, 2016

Page 3 of 9 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b>Coordinators:</b>			\$7,717.	2016 - 2017	
Benvenuto, Charles	K-8 Social Studies				
Theo, Harry	K-8 Science				
<b>Chairpersons:</b>			\$4,721.	2016 - 2017	
Kraig, Carol	6-8 Mathematics				
Granieri, Lisa	6-8 ELA				
<b>Coaches:</b>				Fall, 2016-2017	<b><u>Pending Proof of Certification</u></b>
Manning, Chandler	JV Head	Soccer (G)	\$5,189.		[resignation]
*Fitzpatrick, Connor	JV Head	Soccer (G)	\$5,189.		[repl. C. Manning] Concussion, FA/CPR/AED
Crespi, Clark	JHS Head	Tennis (G)	\$4,170.		Concussion
*Spinelli, Joseph	Diving Consultant	Swimming(G)	\$37.14/hr.	2016-2017	
*Alvino, Steven	Announcer	Varsity Football	\$37.14/hr.	2016-2017	[home games]
<b>Volunteers:</b>				Fall, 2016-2017	<b><u>Pending Proof of Certification</u></b>
Brown, Adam		Varsity Football	-0.-		CPR, FA/AED
Furia, John					CPR, FA/AED
Torre, Andrew					CPR, FA/AED, Concussion

\*Emergency Conditional Appointment

SCHEDULE 16-P-3 Professional Personnel Schedule

Date of Meeting: August 23, 2016

Page 4 of 9 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b><u>Summer Work:</u></b>				Summer, 2016	
Gimberlein, Alison	CPSE/CSE Representative		\$79.85/hr.		
Allcot, Thomas	Senior Technologist		\$39.79/hr.		[add'l 25 hrs.]
Knudsen, Robert	"		\$39.79/hr.		[add'l 25 hrs.]
Timko, Margaret	"		\$39.79/hr.		[add'l 25 hrs.]
Lemmo, Jaime	Screening		\$72.51/hr.	8/15/16	[up to 5 hrs.]
<b><u>Regents Exams Proctors/Graders:</u></b>			\$46.25/hr.	8/17/16, 8/18/16	
Armato, Philip					
Silber, Ellen					
Snyder, Scott					
<b><u>Student Teachers/Observers/Interns:</u></b>				2016 - 2017	
Grafhofke, Megan	Social Studies	HS		Fall	
Mitchell, Colleen	Special Education	FA		Fall	
Obzud, Chad	Guidance	JH		Fall, Spring	



SCHEDULE 16-P-3 Professional Personnel Schedule

Date of Meeting: August 23, 2016

Page 5 of 9 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b><u>Per Diem Registered Nurses:</u></b>		DW	\$120./day	2016 - 2017	
Block, Margaret					
Caldas, Candida					
Carey, Janet					
Feeney, Margaret					
Gorman, Nancy					
Kolano, Alyssa					
Leslie, Lisa					
McNulty, Karen					
Palina, Janet					
Zimmerman, Josephine					
<b><u>Per Diem Substitutes:</u></b>		DW	\$110./day	2016 - 2017	
Adamkiewicz, Felix					
Agnello, Carissa					
Anselona-Troisi, Donna					
Augustine, Janine					
Avanzi, Vincenza					
Bender, Karen					
Blanc, Alison					
Borthwick, Erica					
Borzelleca, Frances					
Bottjer, Stacy					
Breiner, Michael					
Brennan, Ellen					
Burden, Jessica					
Caggiano, Nicole					
Cannon, Jaclyn					
Cappadona, Grace					
Caputi, Nikki					
Carfagno, Anna					
Carter, Kristin					
Congiusta, Danielle					
Cooper, Jamie Lee					
Curra, Milena					
Delprete, Linda					
Derrico, Michelle					
D'Esposito, Angela					
Gaudiose, Faith					
Gerardi, Michael					
Gorman, Diana					
Grady, Michael					
					[cert: Early Ch. B-2, Ch. Ed. 1-6, SWD B-2 & 1-6]
					[cert: 7-12 Italian, French, Spanish]
					[cert: Ch. Ed. 1-6]
					[cert: Ch.Ed 1-6, SWD 1-6]
					[cert: Early Ch. B-2, Ch.Ed.1-6, SWD B-2 & 1-6]

SCHEDULE 16-P-3 Professional Personnel Schedule

Date of Meeting: August 23, 2016

Page 6 of 9 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b>Per Diem Substitutes:</b>		DW	\$110./day	2016 - 2017	
Haggerty, Marissa					[cert: PreK-6, Reading]
Hartmann, Ashley					
Heaton, Jennifer					
Helfand-Parisi, Patti					
Horstmann, Gerard					
Hunter, Jennifer					[cert: Ch.Ed.1-6, SWD 1-6]
Intreglia, Marge					
Johnson, Catherine					[cert: ELA 5-6 ext., ELA 7-12]
Karatnytsky, Patricia					
Kaufman, Michele					
Kelly, Tarafynn					
Korsah, Beverly					[cert: Ch. Ed. 1-6]
Kushner, Gary					
LaRosa, Nicole					
Leonard, Matthew					
Lohmann, Robert					
Lucivero, Christina					
McClernon, Timothy					
McGrath, Steven					
McKenna, Theresa					
Merkle, Ashley					
Mills, Susan					
Mines, Scott					[cert: Ch. Ed. 1-6]
Mitnick, Todd					
Montick, Emily					[cert: Early Ch. B-2, Ch. Ed. 1-6]
Moore, Natasha					
Mortimer-Baden, Linda					
Muhs, Christopher					
Muscara, Heather					
Nauronis, Melissa					
Nocella, Kathleen					
Ofenloch, Jessica					
O'Kane, Lisa					
Olszewski, Darlene					
O'Neil, Margaret					
Parisi, Michelle					
Pattilio, Tracey					
Pepel, Tammy					[cert: Ch. Ed. 1-6]
Powers, Julia					
Primm, Melanie					

SCHEDULE 16-P-3 Professional Personnel Schedule

Date of Meeting: August 23, 2016

Page 7 of 9 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b>Per Diem Substitutes:</b>		DW	\$110./day	2016 - 2017	
Quinn, Denise					
Romeo, Kirsten					
Ryan, Elizabeth					[cert: Early Ch. B-2, Ch. Ed. 1-6, SWD B-2 & 1-6]
Sanalitra, Ann					
Saraceno, Christine					
Schapira, Sarah					
Schreiber, Marie					[cert: Early Ch. B-2, Ch. Ed. 1-6, SWD B-2 & 1-6]
Sessa, Lisa					
Simone, Linda					
Smith, Kerry					
Snyder, Bonnie					
Squillante, Colette					
Stuart, Patricia					
Sullivan, Mary					
Sweet, Debra					
Szybkowski, Dawn					
Taliana, Alexandra					[cert: Ch. Ed. 1-6, SWD 1-6, Math 7-9 ext.]
Torres, Nicole					
Twardy, Patricia					
Varrone, Joseph					
Vella, Suzanne					
Voegelé, Stephanie					[cert: Early Ch. B-2, Ch. Ed 1-6, SWD B-2 & 1-6]
Walters, Joanne					[cert: PreK-6]
Warner, Kathleen					
Whitney, Ashley					
Borruso, Susan	Per Diem Substitute	HS	\$44./day	9/1/16 - 6/30/17	

SCHEDULE 16-C-3 Civil Service Personnel Schedule

Date of Meeting: August 23, 2016

Page 8 of 9 pages.

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL/ AREA</b>	<b>STEP/ SALARY</b>	<b>BEG/END APPT.</b>	<b>COMMENTS</b>
McDonald, Robert	Custodial Wrkr. I	TA		8/9/16 -	Family Medical Leave
Jordan, Jamale	Custodial Wrkr. I	JH		8/16/16 -	Family Medical Leave
Fay, Debra	Food Service Wrkr. 'B'	FA		8/2/16	Resignation
Rodriguez, Carrie	Paraprofessional (special ed. aide)	TA		8/11/16	Resignation
Pellegrino, Francine	Paraprofessional (special ed. aide)	JH		8/12/16	Resignation
Baron, Cara	Registered Nurse	TBD	Step 1/ \$35,612.	9/1/16	Probationary Appt. [RN license]
Fasitta, Debra	Paraprofessional (school teacher aide)	FA	\$14.94/hr.	9/1/16	Add'l hrs. in RN's Office [45 min./day from 90 min./day]

SCHEDULE 16-C-3 Civil Service Personnel Schedule

Date of Meeting: August 23, 2016

Page 9 of 9 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b>Summer Work:</b>				Summer, 2016	
Caputo-Mallahan, Lisa	Paraprofessional		\$14.94/hr.	July - August	[HR requirement-up to 2 hrs.]
<b>Per Diem Substitute:</b>		Trans.	\$17./hr.	2016 — 2017	School Bus Driver
Benitez, Cristobal					
<b>Per Diem Substitutes:</b>		DW	\$9./hr.	2016 - 2017	
Budke, Lisa					Food Service Worker
*Romeo, Mary					Food Service Worker
*Romeo, Mary					Paraprofessional
Johnston, Gregoria					Clerical/Paraprofessional
<b>Guards:</b>			\$16.75/hr.	2016 - 2017	
*Chery, Glenn		HS			
*Martini, Eric		HS			
*Tannazzo, Peter		JH			
Scotti, Robert		DW			[from substitute]
*Abrams, Michael		"			[substitute]
*Coladonato, Girolamo		"			"
*Muller, Daniel		"			"
*Ratner, Jeanette		"			"
*Sausner, Michael		"			"

\*Emergency Conditional Appointment

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - AUGUST 23, 2016

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**POLICY**

- A. Board Review-Student Attendance (Third Time Adoption) (File:5100)
- B. Board Review-Homeless Children (Second Time Discussion) (File:5151)

## **STUDENT ATTENDANCE**

The Board of Education emphasizes raising standards for all students. The Board recognizes that regular school attendance is a major component of academic success. In recent years, the district has made progress in improving student attendance. Through implementation of this policy, the Board expects to minimize the number of unexcused absences, tardiness, and early departures (referred to in the policy as ATEDs) encourage full attendance by all students, maintain an adequate attendance record-keeping system, identify patterns of student absence and develop effective intervention strategies to improve school attendance.

### **Notice**

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented.

Parents will receive a plain language summary of this policy at the start of the school year. Parents will be asked to sign and return a statement indicating that they have read and understand the policy.

When a student cuts class or is absent without excuse, designated staff members will notify the student's parent(s) or guardian(s) and review the attendance procedures with them.

At the back-to-school event, held at the beginning of each school year, to emphasize that every day of attendance counts, parents will be provided an explanation of this policy, stressing the parent's role and responsibility for ensuring their children's attendance.

The district will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment.

Individual student attendance is available through the password protected parent portal.

All faculty and staff will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation.

Copies of this policy will also be made available to any community member, upon request.

The district will share this policy with local Child Protective Services (CPS) to ensure a common understanding of excused and unexcused absence, tardy, early dismissal (ATEDs) and to work toward identifying and addressing cases of educational neglect.

### **Excused and Unexcused Absences**

Excused absences are defined as absences due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, school-sponsored events, or such other reasons as may be approved.

All other absences (e.g., class cuts, undocumented absences and tardiness, unapproved early departures) are considered unexcused absences.

All absences must be accounted for. It is the parent's responsibility to notify the school (Elementary: Nurse's Office; Secondary: Attendance Office) on the morning of the absence or tardiness and to provide a written excuse upon the student's return to school. Extended periods of illness will require medical documentation.

### **General Procedures/Data Collection**

Attendance will be taken at the start of each school day.

The time and reason for late arrivals or early departures shall be recorded.

Attendance will be taken during each class period at the Junior High School and Senior High School and for each subject area at the elementary schools. At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the appropriate individual(s) responsible for attendance. The nature of an absence (full day, class cut, early departure, late arrival) shall be coded on a

student's record. Student absence/class cut data shall be available on the following school day and should be reviewed by appropriate school personnel.

A permanent record shall be recorded electronically in an attendance database. It will include: the student's name, date of birth, full name(s) of parent(s) or person(s) in parental relation, address where student resides, telephone number(s) for contacts, date of the student's enrollment, record of the student's attendance on each day of scheduled instruction, date the student withdraws or is dropped from enrollment (if applicable), and record of school absences.

Where additional information is received during a conference that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel.

Attendance data will be analyzed periodically by the Building Principal to identify patterns or trends in student absences. If patterns emerge, district resources will be targeted to understand and eliminate barriers to attendance.

Continuous monitoring will be conducted to identify students who are absent, tardy, leave class early or are cutting class. A student will be considered chronically absent if they miss ten percent or more of the school year. Satisfactory attendance is missing five percent or less of school over the course of the year. If a pattern of ATEDs for an individual student is identified a designated staff person(s) will follow-up in accordance with this policy.

### **Attendance Incentives**

The district will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. For example:

1. Individual recognition of students with perfect attendance on a monthly basis.
2. Monthly recognition of classes/homerooms with the best attendance at each school.
3. Certificates for students maintaining a full year of exemplary attendance.

### **Disciplinary Consequences**

The following disciplinary consequences will be applied for all secondary students:

At the seventh class cut or unexcused absence, a conference with the student's guidance counselor will be scheduled for the student and parent/guardian. The student and parent will be counseled regarding the attendance policy and the implications of poor attendance.

At the fourteenth class cut or unexcused absence, a conference with the principal or assistant principal will be scheduled for the student and parent/guardian. The student and parent/guardian will be advised that the student will lose course credit if one additional class cut or *unexcused* absence occurs (this meeting will be held at the seventh class cut or unexcused absence if it occurs in a one-half year class).

The following procedure will be applied for elementary students:

Parents of elementary students will be notified by telephone and/or letter of each unexcused absence. At the fifth, tenth, and fifteenth unexcused absence (and at each increment of ten unexcused absence beyond fifteen) a principal's conference will be scheduled with the parents. At this conference, the parents will be advised of the consequences of excessive absence and methods of improving attendance will be discussed. The principal will request the intervention of the district attendance official at the fifteenth absence (excused or unexcused, in any combination).

In addition, the designated staff member will contact local Child Protective Services (CPS) if they suspect that the child is being educationally neglected. The designated staff member will provide CPS with the information necessary to initiate a report. If other staff members suspect education neglect, they must follow the procedures outlined in Board policy and regulation 5460, Child Abuse in a Domestic Setting, and advise the attendance officer.



**Attendance/Grade Policy**

The Board of Education recognizes an important relationship between class attendance and student performance. Therefore, each marking period a student's final grade will be based on classroom participation as well as student's performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, any absence from class which is not made up shall result in the loss of points from the student's class participation grade for the marking period. Any student who misses a class is expected upon his or her return to consult with his/her teachers regarding missed work. If the absence is excused, the student may earn his or her classroom participation grade by arranging with the teacher to cover the work missed and completing the assignment within the time frame designated by the teacher.

Only those students with excused absences will be given the opportunity to make up a test and/or turn in a late assignment for inclusion in the calculation of the performance portion of their final grade. Make-up opportunities must be completed by a date specified by the student's teacher for the class in question.

At the junior high school and high school level, any student with more than 8 (eight) unexcused absences in a one-half year course or 15 (fifteen) unexcused absences for a full year course will be denied credit for that course.

Any elementary or junior high student who exceeds 30 (thirty) absences (in any combination of excused or unexcused absences) must be reviewed by the school's principal to determine if promotion is appropriate. Any high school student who exceeds 30 (thirty) absences (in any combination of excused or unexcused absences) in a course, must be reviewed by the school's principal to determine if course credit is appropriate.

**Annual Review**

The Board shall annually review building-level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance.

Cross ref: 4710, Grading Systems  
5300, Code of Conduct  
5460, Child Abuse in a Domestic Setting

Ref: Education Law §§1709; 3024; 3025; 3202; 3205-3213; 3225  
8 NYCRR §§104.1; 175.6  
Social Service Law §34-a

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**HOMELESS CHILDREN****5151**

The Board of Education recognizes its responsibility to identify homeless children within the district, encourage their enrollment and eliminate existing barriers to their education which may exist in district practices. The Board will provide that homeless children attending the district's schools access to the same free and appropriate public education, including preschool education, as other children.

A homeless child is a child who lacks a fixed, regular, and adequate nighttime residence or who has a primary nighttime location in a public or private shelter designed to provide temporary living accommodations, or a place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. This definition also includes a child who shares the housing of others due to loss of housing, economic hardship, or similar reason; lives in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; lives in a car, park, public space or abandoned building, substandard housing, bus or train station or similar setting; has been abandoned in a hospital or is awaiting foster care placement; or is a migratory child who qualifies as homeless.

A homeless child has the right to attend school in either the [district] *school of origin* (i.e., where he/she resided before becoming homeless *or the school he/she was last enrolled*), *the school in the district of current location* (i.e., where he/she currently resides as a result of his/her homelessness) *that he/she is entitled to attend based on attendance zone or general eligibility*, or a *school in a district participating in a regional placement plan. Such schools include preschools. The homeless child is entitled to attend the designated school on a tuition-free basis for the duration of his/her homelessness. If the child becomes permanently housed, the child is entitled to continue attendance in the same school building until the end of the school year and for one additional year if that year constitutes the child's terminal year in such building. If a homeless child completes the final grade level in his/her school of origin, the child may also attend the designated receiving school at the next grade level.*

The Superintendent of Schools shall develop procedures necessary to expedite the homeless child's access to the designated school. Such procedures shall include:

1. **Admission:** Upon designation, the district shall immediately admit the homeless child to school, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical *or immunization* records, proof of *age or* residency or other documentation and even if there is a dispute with the child's parents regarding school selection or enrollment. *During a dispute, the student may continue attending the school until final resolution of the dispute, including all available appeals.*

Homeless children will have the same opportunity as other children to enroll in and succeed in the district's schools. They will not be placed in separate schools or programs based on their status as homeless. *The district shall eliminate barriers to identification, enrollment and retention of homeless children, including barriers to enrollment and retention due to outstanding fees, fines and absences.*

2. **Transportation:** The district shall provide transportation for homeless students currently residing within the district as required by applicable law, *as described in the accompanying regulation.*
3. **School Records:** For homeless students attending school out of the district, the district shall, within five days of receipt of a request for records, forward a complete copy of the homeless child's records including proof of age, academic records, evaluation, immunization records and guardianship paper, if applicable. *For homeless students attending school in the district, the district shall request the student's records (academic, medical, etc.) from the school the student last attended.*
4. **Coordination:** *The district shall coordinate with local social service agencies and other entities providing services to homeless children and their families for the provision of services to homeless children, and shall coordinate with other school districts on issues of prompt identification, transportation, transfer of records, and other inter-district activities. This shall include ensuring the provision of appropriate services to homeless students with disabilities who are eligible for service under either Section 504 or IDEA.*

*Information about a homeless child's living situation shall be treated as a student education record, and shall not be deemed to be directory information under FERPA (see policy 5500).*

The Superintendent shall also designate a liaison for homeless children and ensure that this person is aware of his or her responsibilities under the law. *The Superintendent shall ensure that the liaison receives appropriate professional development on identifying and meeting the needs of homeless students, including the definitions of terms related to homelessness.* The liaison's responsibilities shall include, but not be limited to, ensuring that:

1. *parents of homeless children are informed of the educational and related opportunities available to [them] their children, and are provided with meaningful opportunities to participate in the education of their children; [including transportation;]*
2. *parents and guardians and unaccompanied youth are fully informed of all transportation services available to them;*
3. *enrollment disputes involving homeless children are promptly mediated and resolved;*
4. *school personnel through outreach and in coordination with shelters and social service agencies and other appropriate entities identify homeless children, including homeless preschoolers;*
5. *homeless children receive educational services, including Head Start and preschool services to which they are eligible, as well as referrals to health care and other appropriate services for homeless children and their families;*
6. *public notice of the educational rights of homeless children is disseminated in locations frequented by homeless unaccompanied youth and parents/guardians of homeless children, in a manner and form understandable to them.*
7. *staff who provide services to homeless students receive required professional development and support for identifying and meeting the needs of homeless students;*
8. *homeless unaccompanied youth are informed of their rights, are enrolled in school, and have opportunities to meet the same state standards set for all students, including receiving credit for full or partial coursework earned in a prior school pursuant to Commissioner's regulations.*

*In accordance with law and regulation, the district will offer a prompt dispute resolution process (described in more detail in the accompanying regulation).*

In accordance with Commissioner's regulations, the district shall collect and transmit to the Commissioner information necessary to assess the educational needs of homeless children within the State.

Ref: 42 USC §§11431, et seq.  
School Enrollment Guidelines on the McKinney-Vento Act, 67 Fed. Reg. 10,697-10,701 (March 8, 2002)  
Education Law §§207; 305; 3202; 3205; 3209  
Executive Law §§532-b; 532-e  
Social Services Law §§17; 62; 397  
8 NYCRR §§100.2; 175.6

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