

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK
ORGANIZATION MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
TUESDAY - JULY 11, 2017
AGENDA



ORDER OF BUSINESS

[6:00 P.M. - Meeting Convenes followed by Executive Session]

1. Call to Order; Pledge of Allegiance - by District Clerk
2. Oath of Office - by School Attorney (Newly elected Board Members and Central Administrators)
3. Roll Call
4. Nomination and Election of President - by District Clerk (Res. #1)
5. Nomination and Election of Vice President - by President (Res. #2)

[7:00 P.M. - Public Session Resumes Beginning with Item #6]

6. Approval of Schedule 17-A-1, Board of Education Appointments (Res. #3)
7. Designation of Banks as School District Depositories (Res. #4)
8. Designation of Official Newspaper(s) of District (Res. #5)
9. Establishment of Petty Cash Accounts (Res. #6)
10. Establishment of Mileage Rate (Res. #7)
11. Authorization to Draw Checks on Payroll (Res. #8)
12. Authorization to Draw Emergency Checks (Res. #9)
13. Authorization of Association Membership (Res. #10)

ADDITIONAL BOARD ITEMS

14. Report of the Superintendent of Schools:
 - A. External Auditor Presentation - 2016-2017 Financial Statement Audit
Mr. Peter Rodriguez, CPA, Cullen & Danowski, LLP

15. Business Agenda (** Consent Agenda Items):

A. BOARD OF EDUCATION

- ** (R) Establishment of Standard Workdays and Reporting for Elected and Appointed Officials (Res. #BE-1)
- ** (R) Approval of Service Agreement with Sound Actuarial Consulting to provide Actuarial Analysis of the District's Workers' Compensation Self-Insurance Plan (Res. #BE-2)
- ** (R) Approval of St. James Tutoring, Inc. to provide Tutoring Services to West Babylon School District Resident Students, during the 2017-2018 School Year (Res. #BE-3)
- ** (R) Adoption of the Revised 2017-2018 Professional Development Plan (Res. #BE-4)
- ** (R) Adoption of the Revised Academic Intervention Services (AIS) Plan for the 2017-2018 and 2018-2019 School Years (Res. #BE-5)
- ** (R) Adoption of the Board of Education Policy Manual for the 2017-2018 School Year (Res. #BE-6)
- ** (R) 2017-2018 Board of Education Meeting Dates (Res. #BE-7)
- ** (R) Approval of North Babylon School District to provide Educational Services, to West Babylon School District Resident Students, during the 2017-2018 Summer School Session (Res. #BE-8)

B. PERSONNEL

- ** (R) 17-P-1 Professional Personnel
- ** (R) 17-C-1 Civil Service Personnel (Res. #PE-1)

C. FINANCE

- ** (R) Budget Transfers (Res. #FI-1 through Res. #FI-2)
- ** (R) Approval of the Corrective Action Plan ("CAP") in response to the Findings contained in the May 2017 Review of Attendance Audit (Res. #FI-3)
- ** (R) Approval of Troy & Banks, Inc. as the District Agent for the purpose of Auditing and Evaluating District Accounts relating to National Grid, PSE&G and Verizon (Res. #FI-4)
- ** (R) Long Island School Nutrition Directors Association Cooperative Bid (Res. #FI-5)
- ** (R) 2017-2018 School Food Service Cooperative Bids (Res. #FI-6)
- ** (R) Approval of District Retirees Family Health Insurance Opt-Out (Res. #FI-7)

D. CURRICULUM

- ** (R) Declaration of Obsolete Junior High School Library Books (Res. #CU-1)
- ** (R) Declaration of Obsolete Junior High School Social Studies Textbooks (Res. #CU-2)

E. FACILITIES

- ** (R) Declaration of Obsolete Junior High School Music Department Instruments (Res. #FA-1)
- ** (R) Declaration of Obsolete Student Services Student Equipment (Res. #FA-2)
- ** (R) Acceptance of Donation (Res. #FA-3)

16. Policy Review:

- A. Board Review - School Board Officer & Employee Code of Ethics with Exhibits 1 & 2 (Annual Review) (File:2160) (File:2160-E.1) (File:2160-E.2)
- B. Board Review - Student Attendance (Annual Review) (File:5100)

17. Old Business: **Discussion - Capital Project**
Mrs. Michele Psarakis, Executive Director for Finance & Operations
18. New Business: **Discussion - 2017-2018 Goals**
Dr. Yiendhy Farrelly, Superintendent of Schools
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' Questions

Date	Residents' Questions	Responses
June 27, 2017	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

ORGANIZATION MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – JULY 11, 2017

RESOLUTIONS

#1 - BOARD OF EDUCATION PRESIDENT

Nominated _____ Nominated by _____

Seconded by _____

Nominated _____ Nominated by _____

Seconded by _____

_____ moved nominations be closed. Seconded by _____

Vote:

#2 - BOARD OF EDUCATION VICE PRESIDENT

Nominated _____ Nominated by _____

Seconded by _____

Nominated _____ Nominated by _____

Seconded by _____

_____ moved nominations be closed. Seconded by _____

Vote:

#3 - Motion by _____

Seconded by _____

RESOLVED: that **Schedule 17-A-1**, Board of Education Appointments, be approved, as attached.

#4 - Motion by _____

Seconded by _____

RESOLVED: that the following banks are designated as depositories of School District funds provided they meet Board Policy requirements:

J.P. Morgan Chase:	General Fund Lunch Fund Federal Fund Money Market #1 Payroll Account Trust and Agency Fund Student Activities Account Zero Balance Account (for aggregating interest in all J.P. Morgan Chase accounts) Capital Fund
The First National Bank of Long Island	General Fund
NYCLASS	General Fund

BE IT FURTHER RESOLVED: that such banks be authorized to submit quotes to the District with regard to Time Open Deposit, Certificates of Deposit, Treasury Notes, and Bills and Repurchase Agreements, leaving it to the option of the Treasurer to transfer funds between such accounts, provided such transfers are in the fiscal best interests of the District.

#5 - Motion by _____

Seconded by _____

RESOLVED: that the **Babylon Beacon, Newsday, and South Bay's Neighbor Newspaper**, be designated the official newspapers of the school district for the 2017-2018 school year.

#6 - Motion by _____ Seconded by _____

RESOLVED: that the following Petty Cash Accounts be established:

Dr. Yiendhy Farrelly	Superintendent	\$100.
Mr. Shawn Hanley	Assistant Superintendent for Human Resources	100.
Mrs. Michele Psarakis	Executive Director for Finance & Operations	100.
Mr. Scott Payne	Executive Director for Curriculum & Instruction	100.
Mr. Michael Mack	Director/Student Services	50.
District Clerk	Board of Education	100.
Mr. Ray Graziano	Administrator/Facilities, Operations	100.
Dr. Ellice Vassallo	Principal, Senior High School	100.
Mr. Daniel McKeon	Principal, Junior High School	100.
Mr. Anthony Reid	School Transportation Supervisor	50.
Mrs. Patricia Acocella	Principal, Forest Avenue School	50.
Mr. Gregg Cunningham	Principal, John F. Kennedy School	50.
Mrs. Jennifer Carere	Principal, Santapogue School	50.
Mrs. JoAnn Scott	Principal, South Bay School	50.
Mr. Charles Germano	Principal, Tooker Avenue School	50.
Mr. Lou Howard	Director of Athletics	50.
Mr. Anthony Spinelli	Director of Health & Physical Education	50.
Mrs. Stephanie Nocerino	Director of K-12 Student Data and Instructional Technology	50.

#7 - Motion by _____ Seconded by _____

RESOLVED: that the mileage compensation rate for employee use of personal cars in the conduct of District business be approved at the Internal Revenue Service rate.

#8 - Motion by _____ Seconded by _____

RESOLVED: that the Executive Director for Finance is hereby authorized to draw checks on payroll.

#9 - Motion by _____ Seconded by _____

RESOLVED: that the Executive Director for Finance is hereby authorized to pay hospitalization, Medicare payments (bi-annually to retirees), federal taxes, state taxes, social security, Civil Service Employees Association dues and insurance, Teachers Association dues, Teachers Federal Credit Union and life insurance, petty cash, payroll deductions, utilities, principal and interest payments and those emergency payments as may be required, when duly authorized by the Superintendent.

#10 - Motion by _____

Seconded by _____

WHEREAS: the following associations provide in-service instructional programs, through local chapters and annual state or national workshops, and

WHEREAS: they provide timely information in matters of information with regard to state and federal legislation, school finance and law,

BE IT RESOLVED: that the Board of Education authorizes membership for itself in the associations listed below:

> Nassau/Suffolk School Boards Association

>New York State School Boards Association

>SCOPE Education Services

BOARD OF EDUCATION

***BE-1

RESOLVED: that the Board of Education of the West Babylon Union Free School District hereby established the following as standard workdays for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body.

Title	Name	SS# (Last Four Digits)	Standard Work Day (Hrs./Day)	Term Begins/Ends	Participates in the Employer's Timekeeping System Y/N	Days/ Months based on Records of Activities
District Clerk	Barbara A. Burrows	#XXXX	7 hrs/5 days	7/1/17-6/30/18	Yes	N/A
Claims Auditor	Denise Longobardi	#XXXX	7 hrs/1 day	7/1/17-6/30/18	Yes	N/A
District Treasurer	Jacqueline Gentilesca	#XXXX	7 hrs/5 days	7/1/17-6/30/18	Yes	N/A
Deputy Treasurer	Karen Lorito	#XXXX	7 hrs/5 days	7/1/17-6/30/18	Yes	N/A

***BE-2

RESOLVED: that the West Babylon Board of Education approves the Service Agreement between Sound Actuarial Consulting and the West Babylon School District to provide actuarial analysis of the district's Workers' Compensation Self-Insurance Plan.

***BE-3

RESOLVED: that the West Babylon Board of Education approves the following agency to provide tutoring services, at a cost of \$49.00 per hour, to West Babylon School District resident students, during the 2017-2018 school year:

St. James Tutoring, Inc.

***BE-4

RESOLVED: that the West Babylon Board of Education adopts the 2017-2018 revised Professional Development Plan.

**#BE-5

RESOLVED: that the West Babylon Board of Education adopts the revised Academic Intervention Services (“AIS”) Plan, developed by the district-wide AIS Committee, for the 2017-2018 and 2018-2019 school year.

**#BE-6

RESOLVED: that the West Babylon Board of Education adopts its policy manual, in its entirety, with the understanding that revisions may be made throughout the year, as directed by the New York State School Boards Association (“NYSSBA”), the Board of Education and/or Administration, or as mandated by local, state and/or federal law.

**#BE-7

RESOLVED: that the 2017-2018 Board of Education regular meetings will begin at 6:00 P.M. on the dates listed below:

6:00 P.M. – Meeting convenes followed by Student Presentation and/or Executive Session

7:00 P.M. – Public Session resumes

BOARD MEETING DATES
JULY 11, 2017
AUGUST 8, 2017
AUGUST 22, 2017
SEPTEMBER 12, 2017
SEPTEMBER 27, 2017 (WEDNESDAY)
OCTOBER 10, 2017
OCTOBER 24, 2017
NOVEMBER 14, 2017
NOVEMBER 27, 2017 (MONDAY)
DECEMBER 11, 2017 * (MONDAY)
JANUARY 9, 2018
JANUARY 23, 2018
FEBRUARY 13, 2018 *
MARCH 13, 2018
MARCH 27, 2018
APRIL 10, 2018
APRIL 24, 2018
MAY 1, 2018
MAY 22, 2018
JUNE 12, 2018
JUNE 26, 2018

***One Board Meeting in December, 2017 and February, 2018**

**#BE-8

RESOLVED: that the West Babylon Board of Education approves the following school district, to provide instructional, special educational and related services, to West Babylon School District resident students, during the 2017-2018 summer school session:

North Babylon School District

PERSONNEL

***#PE-1

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

17-P-1 Professional Personnel
17-C-1 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 & TRANSFER EXPLANATION</i>	<i>FROM</i>	<i>TO</i>
A1310.1600	Business Office Staff Salaries	\$ 2,100.00	
A2110.1200	Teacher Salaries K-6	\$ 20,000.00	
A2250.1500	Special Education Salaries	\$ 170,100.00	
A2331.1600	Clerical Salaries	\$ 4,000.00	
A2816.4490	Test Scoring – District	\$ 7,300.00	
A2820.1500	Psychologists’ Salaries	\$ 17,000.00	
A5510.1630	Bus Driver Salaries	\$ 62,500.00	
A5510.1600	Contract Salaries	\$ 35,000.00	
A2010.1500	Executive Director Curr. & Instr. Salary	\$ 36,000.00	
A1620.1610	Buildings & Grounds Security Salaries		\$ 12,000.00
A1620.1630	Buildings & Grounds Maintenance Mechanics Salaries		\$ 5,000.00
A1620.1670	Buildings & Grounds Overtime		\$ 30,000.00
A1620.1672	Buildings & Grounds Overtime Community Use		\$ 8,000.00
A2020.1601	Clerical Extra Pay		\$ 800.00
A2020.1640	Substitute Clerical		\$ 1,300.00
A2110.1401	Daily Substitutes		\$ 20,000.00
A2110.1410	Home Teaching		\$ 28,000.00
A2110.1500	Other Instructional Salaries		\$ 26,000.00
A2110.1600	Teacher Aides/Sub Salaries		\$ 48,000.00
A2110.1602	Senior Sub Salaries		\$ 4,000.00
A2250.1600	Special Education Clerical		\$ 100.00
A2250.1601	Aides Special Education		\$ 60,000.00
A2250.1602	Special Education Senior Substitute Aides		\$ 4,000.00
A2331.1500	Instructional Salaries		\$ 4,000.00
A2850.1510	Clubs and Advisors		\$ 2,300.00
A2850.1530	Instructional Chaperones		\$ 2,500.00
A2850.1630	Non Instructional Chaperones		\$ 2,500.00

Continued.....

<i>ACCOUNT CODE</i>	<i>ACCOUNT CODE DESCRIPTION & TRANSFER EXPLANATION</i>	<i>FROM</i>	<i>TO</i>
A2855.1500	Coaches' Salaries		\$ 17,000.00
A5510.1631	Bus Driver Salaries for Field Trips		\$ 4,500.00
A5510.1632	Bus Driver Salaries for Athletics		\$ 500.00
A5510.1670	Overtime		\$ 2,500.00
A9030.8000	Social Security/Medicare		\$ 71,000.00
	Close out salary codes for 2016/2017 school year		

**#FI-2

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

<i>ACCOUNT CODE</i>	<i>ACCOUNT CODE DESCRIPTION & TRANSFER EXPLANATION</i>	<i>FROM</i>	<i>TO</i>
A1620.4900	BOCES Services	\$30,000.00	
A1680.4900	BOCES Services	\$10,000.00	
A5581.4900	BOCES Services	\$15,140.00	
A1480.4900	BOCES Services	\$15,000.00	
A2330.4900	BOCES Services	\$ 5,000.00	
A1430.4900	BOCES Services		\$ 640.00
A2010.4900	BOCES Services		\$ 22,000.00
A2110.4900	BOCES Services		\$ 12,000.00
A2250.4900	BOCES Services		\$ 40,000.00
A2610.4900	BOCES Services		\$ 500.00
	Transfer among BOCES codes to pay June invoice.		

**#FI-3

RESOLVED: that the West Babylon Board of Education approves the Corrective Action Plan ("CAP") in response to the findings contained in the May 2017 Review of Attendance audit. The Executive Director for Finance & Operations will file a copy of the CAP with the State Education Department pursuant to NYCRR Section 170.12(e) (4).

**#FI-4

RESOLVED: that the West Babylon Board of Education approves Troy & Banks, Inc. to conduct a complete examination and analysis of the district's electric, gas and steam charges, and telephone services for the purpose of securing any savings, credits and/or refunds of such rates and charges. This agreement shall be in effect for the 2017-2018 school year.

**#FI-5

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

WHEREAS, It is the plan of a number of public school districts in **Nassau/Suffolk Counties**, New York to bid jointly on selected Food Service Commodities, Food and Food Service Supplies for the 2017-2018 school year.

WHEREAS, The **West Babylon School District** is desirous of participating with other districts in **Nassau/Suffolk Counties** in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-0; and,

WHEREAS, The **West Babylon School District** wishes to appoint a committee to assume the responsibility for the drafting of specifications, advertising for bids, accepting and opening bids, reporting the results to the boards of education and making recommendations thereon; therefore,

BE IT RESOLVED, that the **Board of Education of the West Babylon School District** hereby appoints the Long Island School Nutrition Directors Association Cooperative Bid Committee to represent it in all matters related above; and,

BE IT FURTHER RESOLVED, that the **West Babylon School District's Board of Education** authorizes the above-mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above-mentioned commodities; and,

BE IT FURTHER RESOLVED, that the **West Babylon School District's Board of Education** agrees to assume its equitable share of the costs of the cooperative bidding; and,

BE IT FURTHER RESOLVED, that the **West Babylon School District's Board of Education** agrees (1) to abide by majority decisions of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee; (3) that after award of contract(s), it will conduct all negotiations directly with the successful bidder(s).

**#FI-6

RESOLVED: that the West Babylon Board of Education accepts the following recommendations awarding bids listed from the Long Island School Food Service Directors Coop Bid Association for the 2017-2018 school year:

Bagels

Modern Italian Bakery

Bread

Modern Italian Bakery

Frozen

H. Schrier & Co.
Island Wholesale Meats
Mivila Foods
Nardone Bros.
T. A. Morris

Small Equipment

Calico Industries, Inc.
J & F Supplies
Mivila Foods
Nassau Foodservice Equip.
Sam Tell Companies
WB Mason

Continued.....

Ice Cream

American Classic Ice Cream

Dishwashing Supplies

EcoLab

Dairy

H. Schrier & Co.
Meadow Provisions
Mivila Foods
T. A. Morris

Gov't. Processed

AdvancePierre Foods
Cargill Kitchen Solutions
JTM Food Group
Jennie O Turkey Store
Michael Foods, Inc.
Mivila Foods
Nardone Bros. Baking Co.
Rich Products Corp.
T. A. Morris

Meat

H. Schrier & Co.
Island Wholesale Foods
Meadow Provisions
Mivila Foods
T. A. Morris

Snacks

Big Geyser
Cookies & Moore
H. Schrier & Co.
Jay Bee Distributors
Mivila Foods
T. A. Morris

Paper & Disposables

APPCO Paper & Plastic Corp.
H. Schrier & Co.
J & F Supplies
Mivila Foods

Drinks

Big Geyser
Coca Cola
Colonial Coffee Co.
Cookies & More
H. Schrier & Co.
Jay Bee Distributors
Mivila Foods
Snapple Distributors, Inc.
T. A. Morris
Tropicana

Grocery

Flynn's Provisions
H. Schrier & Co.
Jay Bee Distributors
Mivila Foods
RC Foods
T. A. Morris

Large Equipment

Calico Industries, Inc.
Douglas Equipment
Nassau Foodservice Equip.
Sam Tell Companies

**#FI-7

RESOLVED: that the West Babylon Board of Education approves retirees of the District, who are eligible for family health insurance coverage, be given the option of opting-out of family health insurance for individual coverage and receive an annual payment of \$2,000.

CURRICULUM

****#CU-1**

RESOLVED: that the West Babylon Board of Education declares 337 library books (list available upon request), located in the Junior High School Library, obsolete. The content/material is outdated. Also, some books were damaged, pages were missing and/or had a poor circulation history (not borrowed within the last five years).

****#CU-2**

RESOLVED: that the West Babylon Board of Education declares 873 social studies textbooks (list available upon request), located in the Junior High School Library, obsolete. The content/material is outdated and books were damaged.

FACILITIES

**#FA-1

RESOLVED: that the West Babylon Board of Education declares the following instruments, located in the Junior High School Music Department-Band Room, obsolete:

1. Viola 14", Strad copy – no serial number and no model number
Instrument is broken and cannot be repaired.
 2. Violin ¾", Hungarian – serial number 1 ew
Instrument is broken and cannot be repaired.
 3. Hamilton Upright Piano – serial number 176343
Instrument is nearly 50 years old and is no longer used by the department.
 4. Hamilton Upright Piano – serial number 171211
Instrument is nearly 50 years old and is no longer used by the department.
-

**#FA-2

RESOLVED: that the West Babylon Board of Education declares the following student equipment, located in the district Student Services Department, obsolete:

One (1) Nova Chat 10 with IVONA and Symbol Stix
(10X/STD/Acap-Uvona/SS) – serial number 10XNC1584

**#FA-3

RESOLVED: that the West Babylon Board of Education gratefully accepts the following donation from the American Heart Association:

One (1) CPR in Schools Training Kit which includes:

10 Mini Anne Plus Inflatable Manikins
10 Kneel Mats with Carry Bags
10 Practice-While-Watching Training DVDs
Hand Pump for Manikin Inflation
2 Mesh Collection and Storage Bags
Classroom Carry Bag
50 Replacement Airways
50 Manikin Wipes
10 Replacement Face Masks
Facilitator Guide
Lesson Plan

Ms. Eve Pyser, Regional Director, Youth Market Western Suffolk County, American Heart Association, met with the Superintendent on June 14th and presented the kit to the district. Customers Bank sponsored the CPR kit donation.

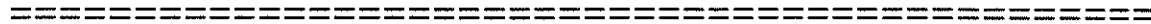
WEST BABYLON BOARD OF EDUCATION
ORGANIZATION MEETING - TUESDAY, JULY 11, 2017

BOARD APPOINTMENT SCHEDULE

Schedule: **17-A-1** Board of Education Appointments (Res. #3)

PERSONNEL

Schedules: **17-P-1** Professional Personnel
17-C-1 Civil Service Personnel (Res. #PE-1)



BOARD OF EDUCATION SCHEDULE

I. Board of Education Schedule 17-A-1

- A. Organizational Meeting - Annual Appointments
- B. 2017-2018 Registration Members/Election Inspectors
- C. 2017-2018 Pupil Personnel Appointments

PROFESSIONAL PERSONNEL SCHEDULE

II. Professional Personnel Schedule 17-P-1

- A. Leave of Absence Request
- B. Part-Time Appointments
- C. Probationary Appointments
- D. 2016-2017 Project Prepare
- E. 2017 Summer School/Summer Regents Program
- F. Fall, 2017 Coaching
- G. 2017-2018 Annual Appointments
- H. Fall, 2017 Adult Education Instructors/Consultants/Volunteers

CIVIL SERVICE SCHEDULE

III. Civil Service Schedule 17-C-1

- A. Prior Service Credits
- B. Probationary Appointment
- C. 2017 Summer Camp/Summer Work
- D. 2017-2018 Annual Appointments
- E. 2017-2018 Per Diem Substitutes

I. BOARD OF EDUCATION APPOINTMENTS

2017-2018

POSITION	SALARY	NAME
District Treasurer	\$10,000.	Jacqueline Gentilesca
District Deputy Treasurer	\$500.	Karen Lorito
<u>Legal:</u> Labor Relations Counsel	\$39,015. +(\$225./hr.) litigation	Ingerman, Smith, et al.
General Counsel	\$24,599. +(\$177./hr.) litigation	VanNostrand & Martin
Bond Counsel	Per size of issue	Hawkins, Delafield & Wood
External Auditor	\$48,700.	Cullen & Danowski, LLP
Internal Auditor	\$26,530.	Cerini & Associates, LLP
Fiscal Advisor	Per size of issue	Capital Markets Advisors, LLC
Purchasing Agent	None	Michele Psarakis
Payroll Certification Officer	None	Yiendhy Farrelly
Extra Curricular Activities Co-Treasurer/JH	\$3,000.	Robert Dell'Isola
Extra Curricular Activities Co-Treasurer/HS	\$4,000.	Walter Shinnors
Co-Signer for JH Student Activities Funds	None	Daniel McKeon
Co-Signer for HS Student Activities Funds	None	Stephen O'Leary
District Clerk	\$13,995.	Barbara Burrows
Records Management Officer, Access Officer	None	Barbara Burrows
Board of Education President - District Clerk pro tem.		
Claims Auditor	\$11,000.	Denise Longobardi

II. Authorization for the following bond:

\$1,000,000. - All Employees

III. Authorization of Signature:

Vouchers: Treasurer or Deputy Treasurer

Payroll: Treasurer or Deputy Treasurer

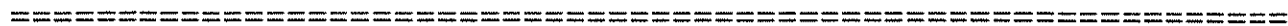
Investments and Withdrawals: Treasurer or Executive Director for Finance

IV. The following administrators are authorized to represent the school district and the Board of Education, regarding special funding applications and/or legal compliance:

NCLB Consolidated Grants	-	Michele Psarakis/Shawn Hanley/Scott Payne
PL 611	-	Michele Psarakis/Michael Mack
PL 619	-	Michele Psarakis/Michael Mack
Title IX, Compliance Officer [Personnel]	-	Shawn Hanley
Title IX, Compliance Officer [Students]	-	Michael Mack
PL 504, Compliance Officer	-	Michael Mack
Health & Safety Officer	-	Edwin Salas
LEA Asbestos Compliance Officer	-	Raymond Graziano
Article 12, Hazardous Materials Compliance Officer	-	Raymond Graziano
Data Privacy Officer	-	Stephanie Nocerino
Homeless Liaison	-	Shawn Hanley
Dignity Act Coordinators	-	Patricia Acocella/Sharene Ovadia
	-	Gregg Cunningham/Eileen Saumell
	-	Jennifer Carere/Giovanni DiStefano/Gary Nemeth
	-	JoAnn Scott/Hillary Fazio/Laure Loughlin, Michael Russo
	-	Charles Germano/Eileen Sabshon/Michael Bellacosa
	-	Daniel McKeon/Cassandra Madurka/Dana Iemma
	-	Ellice Vassallo/Jaime Lemmo/Barbara Kelly

V. Consultant Services - July 1, 2017 - June 30, 2018:

FUNCTION	VENDOR	PERIOD	FEE
Workers' Compensation	PMA	7/1/17 - 6/30/18	\$22,000. + (\$4,000.) online access
Tax Sheltered Annuities	OMNI Group	7/1/17 - 6/30/18	\$2,544.
Website Management Public Relations	Syntax	7/1/17 - 6/30/18	\$51,100.50
Inventory Control Electronic Update Service	CBIZ	7/1/17 - 6/30/18	\$1,590.
Unemployment Consulting	Labor Cost Management	7/1/17 - 6/30/18	\$1,700.
Section 75 Hearing Officer: Wooley, Joseph	\$175./hr.	7/1/17 - 6/30/18	Civil Service Law
Appointment of Physicians:		7/1/17 - 6/30/18	
Dr. Jack Geffken DO			\$31,000.
Dr. Jack Geffken DO			Employee physical examinations \$60. per individual beyond the first 10
Dr. Jack Geffken DO			\$1,500. AED Emergency Health Care Provider



VI. Appointment of Registration Members and Election Inspectors:

Annual Election 2017-2018

Chief Election Inspectors: \$16./hr.

- Benvenuto, Stephen
- Romano, Maryann
- Benvenuto, Charles (Alternate Chief Inspector)
- Daly, Eileen (Alternate Chief Inspector)
- Pernal, Rosa (Alternate Chief Inspector)

Election Inspectors: \$10./hr.

Administration:

- Boyce, Patricia
- Burrows, Frances
- Cali, Maria
- Culpepper, Estelle
- Daly, Eileen
- DiStasio, Patricia
- Giancana, Vincent
- Kinlan, Patricia
- Necco, Linda
- Pagano, Agatha
- Rappa, Rosaria
- Regina, Katherine
- Regina, Suzanne
- Struckman, Barbara
- Wood, Jeff
- Wood, Noreen
- Zaccaria, Ruth

Santapogue:

- Benvenuto, Charles
- Calcaterra, Edward
- Lubrano, Dawn
- Marsden, Carolyn
- Marsden, Jacqueline
- Mastromatteo, Katherine
- Mastrosimone, Nancy
- Pastore, Carol
- Pernal, Rosa
- Quintalino, Frances
- Scelza, Brittany
- Scelza, Louise
- Sessa, Anne
- Sessa, Salvatore
- Valente, Marie
- Wilbert, Louise



VII. Appointment of Pupil Personnel Committee and Impartial Hearing Officers in matters relating to the Handicapped:

District CSE:

- Chairperson: Mr. Michael Mack, Director of Student Services
- Alternate Chairpeople: Mrs. Mary Jean Sewell, Speech/Language Therapist, CSE Chairperson
 Ms. Elizabeth Thiel, HS Special Education Chairperson
 Mr. Ian Rodgers, JHS Special Education Chairperson
 Dr. Justine Duncan, Psychologist
 Dr. Michele Read, Psychologist
 Ms. Laure Loughlin, Psychologist
 Mrs. Sharene Ovadia, Psychologist
 Mrs. Eileen Sabshon, Psychologist
 Ms. Eileen Saumell, Psychologist
 Ms. Lauren Kuncman, Psychologist
 Ms. Sharon Karo, Psychologist
- Psychologists: Dr. Justine Duncan, Dr. Michele Read, Ms. Laure Loughlin, Mrs. Sharene Ovadia,
 Mrs. Eileen Sabshon, Ms. Eileen Saumell, Ms. Lauren Kuncman, Mrs. Sharon Karo
- Teacher Members: Special Education Teacher and General Education Teacher K-12
- Parent Member: TBD
- Physician: Dr. Jack Geffken
- The Child's Parent(s) (the student, if appropriate)

CPSE - Committee on Preschool Special Education:

- Chairpeople: Mrs. Mary Jean Sewell, Speech/Language Therapist, CPSE Chairperson
 Ms. Eileen Saumell, Psychologist
- Alternate Chairperson: Mr. Michael Mack, Director of Student Services
- Parent Member: TBD
- Teacher Members: Special Education Teacher/Provider
 General Education Teachers
- Agency Staff: Suffolk County Dept. of Health (for a child in transition from early intervention)
- Service Provider/Evaluator
- The Child's Parent(s)

=====

Elementary Sub-CSE

Chairperson: Mr. Michael Mack, Director of Student Services
Alternate Chairpeople: Mrs. Mary Jean Sewell, Speech/Language Therapist, CSE Chairperson
Dr. Justine Duncan, Psychologist
Dr. Michele Read, Psychologist
Ms. Laure Loughlin, Psychologist
Mrs. Sharene Ovadia, Psychologist
Mrs. Eileen Sabshon, Psychologist
Ms. Eileen Saumell, Psychologist
Ms. Lauren Kuncman, Psychologist
Ms. Sharon Karo, Psychologist
Psychologists: Dr. Justine Duncan, Dr. Michele Read, Ms. Laure Loughlin, Mrs. Sharene Ovadia,
Mrs. Eileen Sabshon, Ms. Eileen Saumell, Ms. Lauren Kuncman, Mrs. Sharon Karo
Physician: Dr. Jack Geffken
The Child's Parent(s)
The Child's General Education Teacher
The Child's Special Education Teacher

Junior High School Sub CSE

Chairperson: Mr. Ian Rodgers, JHS Special Education Chairperson
Alternate Chairpeople: Mr. Michael Mack, Director of Student Services
Mrs. Mary Jean Sewell, Speech/Language Therapist, CSE Chairperson
Dr. Michele Read, Psychologist, Mrs. Sharon Karo, Psychologist
Psychologist: Dr. Michele Read
Alternate Psychologists: Dr. Justine Duncan, Ms. Laure Loughlin, Mrs. Sharene Ovadia,
Mrs. Eileen Sabshon, Ms. Eileen Saumell, Ms. Lauren Kuncman
Physician: Dr. Jack Geffken
The Child's Parent(s)
The Child's General Education Teacher
The Child's Special Education Teacher

=====

Senior High School Sub-CSE:

Chairperson: Ms. Elizabeth Thiel, Speech/Language Therapist, HS Special Education Chairperson
Alternate Chairpeople: Mr. Michael Mack, Director of Student Services
Mrs. Mary Jean Sewell, Speech/Language Therapist, CSE Chairperson
Dr. Justine Duncan, Psychologist
Psychologist: Dr. Justine Duncan
Alternate Psychologists: Dr. Michele Read, Ms. Laure Loughlin, Mrs. Sharene Ovidia,
Mrs. Eileen Sabshon, Ms. Eileen Saumell, Ms. Lauren Kuncman, Mrs. Sharon Karo
Physician: Dr. Jack Geffken
The Child's Parent(s) (the student, if appropriate)
The Child's General Education Teacher
The Child's Special Education Teacher

Out of District Placement Sub-CSE:

Chairperson: Ms. Mary Jean Sewell, Speech/Language Therapist, CSE Chairperson
Alternates: Mr. Michael Mack, Director of Student Services, Dr. Justine Duncan
Psychologists: Dr. Justine Duncan, Dr. Michele Read, Ms. Laure Loughlin, Mrs. Sharene Ovidia,
Mrs. Eileen Sabshon, Ms. Eileen Saumell, Ms. Lauren Kuncman, Mrs. Sharon Karo
Parent Member: TBD
Physician: Dr. Jack Geffken
The Child's Parent(s) (the student, if appropriate)
The Child's General Education Teacher
The Child's Special Education Teacher

Implementation of amendment to section 200.2 (e) of the Regulations of the Commissioner of Education, effective July 31, 1998, which prescribes procedures that each Board of Education must use for the establishment and rotation of its list of Impartial Hearing Officers:

Albert, Peter	Millman, Tina
Almeleh, Lynn	Monk, James A.
Barbour, Susan	Moore, Christine
Brandenburg, Wendy	Murphy, Leah L.
Brandow, Regina E.	Naun, John
Briglio, Robert	Nisely, Robert
Bumbalo, Paul	Noe, Mary
Cohen, Diane	Peters, Gary
Cutler-Igoe, Ellen	Peters, Kenneth
Dewan, Debra Siedman	Reichel, Heidi
Ebenstein, Barbara J.	Richmond, Susan Mills
Farago, John	Ritzenberg, Kenneth S.
Feinberg, Rona	Roberts, George Hunter
Finkelstein, Sharyn	Roth, Roslyn
Flame, Lana	Schad, Jerome
Haken, Steve	Schiff, Martin
Itzla, Amy Lynne	Schiro, Jeffrey
Joyner, Theresa R.	Schneider, Judith
Kandilakis, George	Silver, Marjorie A.
Keefe, Jeanne	Tessler, Craig
Kehoe, III Martin	Venezia, Arthur James
Kestenbaum, Elise	Walsh, James
Lassinger, Dora	Walsh, Marion
Lazan, Michael	Wanderman, Carl L.
Lederman, Nancy	Washington, Denise
Lushing, Susan	Wiener, Marc
McKeever, James	Wolman, Mindy G.
	Ziev, Joel D.

SCHEDULE 17-P-1 Professional Personnel Schedule

Date of Meeting: July 11, 2017

Page 9 of 13 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
DiStefano, Adrienne	Art Tchr.			First Semester, 2017-2018	Leave of Absence [2 nd ext.]
Laronga, Jenna	PT/Art Tchr. (.8)	HS	Step A-1-1/ \$49,125. (prorate @ 80%)	9/1/17 - 6/30/18	[cert: Art K-12]
Bradley-Richardson, Katherine	PT/ENL Tchr. (.8)	HS/Elem.	Step A-5-1/ \$58,950. (prorate @ 80%)	9/1/17 - 6/30/18	[certs: ESL, pending ELA]

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 9/1/21. This applies to the following teachers:

Jackson, Elizabeth	Special Ed. Tchr.	HS	Step A-5-1/ \$58,950.	9/1/17	Probationary Appt. [certs: ELA 7-12, SWD ELA 7-12, SWD 7-12]
Piro, Michael	Technology Tchr.	HS/JH	Step A-1-1/ \$49,125.	9/1/17	Probationary Appt. [pending technology certification]
Cardillo, Samantha	Special Ed. Tchr.	SB	Step A-7-1/ \$64,108.	9/1/17	Probationary Appt. [certs: SWD B-2,1-6,& 7-12, Early Ch. Ed. B-2, Ch. Ed. 1-6]
Augi, Emily	Special Ed. Tchr.	SA	Step A-1-1/ \$49,125.	9/1/17	Probationary Appt. [certs: Ch. Ed. 1-6, SWD 1-6, ELA 7-12]

SCHEDULE 17-P-1 Professional Personnel Schedule

Date of Meeting: July 11, 2017

Page 10 of 13 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Project Prepare:			\$37.14/session	2016 - 2017	Title III Grant [15 sessions]
Johnson, Alanna					
Grades K-8 Special Education Summer School July 10 – August 18, 2017 (Mon. – Fri./ 5.5 hrs./day/30 days)					
Per Diem Substitute:		Teacher/Speech/Psychologist	\$46.60/hr.	Summer, 2017	
		Teaching Assistant	\$27.97/hr.		
Fischer, Melinda					
Summer Regents Preparation Course Instructors:			\$46.60/hr.	8/2/17 - 8/15/17	[up to 2 classes/day/2 hrs./class]
Craig, Nicole	Algebra				
Owenburg, Kristina	Geometry				
Coach:				Fall, 2017	
Bachety, Daniel	Varsity Head	Swimming (G)	\$5,228.		[pending FA/CPR/Concussion]
Elementary Club & Advisor:			\$1,487.	2017 - 2018	
Bavolar, Caitlin		FA			[repl. M. Timko]
Literacy Effectiveness Team Member:			\$750.	2017 - 2018	Title II Grant [repl. B. Prendergast]
Peragine, Jessica		JK			

SCHEDULE 17-P-1 Professional Personnel Schedule

Date of Meeting: July 11, 2017

Page 11 of 13 pages.

=====

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

=====

Adult Education Instructors:

\$25./hr. Fall, 2017

Baez, Rosalis	Spanish for Beginners				
Bianco, Maureen	Line Dancing: It's Not Just Country Anymore				
Crichton, Kim	Lower Body Sculpt				
"	Iyengar Yoga				
Dunlop, Kyle	Introduction to Microsoft Word				
"	Introduction to Microsoft Excel				
King, John	Autumn Harvest				
"	Winters In France				
"	Gong-Xi Fa Cai				
"	Small Plates for Your Holiday Party				
"	Feast of Seven Fishes				

Adult Education Consultants:

Fall, 2017

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		
Have Dummy Will Travel c/o Erik Zalewski	Adult, Child and Infant CPR/AED		\$60./person		
	CPR for Professionals and Healthcare Providers		\$65./person		
	Opiate Overdose Preventing		\$10./person		
Creative Voice Dev. Group	Getting Paid To Talk		\$87.50/night		

Adult Education Volunteer Instructors:

-\$0.-

Fall, 2017

Kass, Steven	Elder Law and Estate Planning				
"	Special Needs Planning				
Danaher, Meg	When Should I Take My Social Security?				
Caramico, Jake	How to Win the Money Game				
Espinoza, Shirley	Diabetes and You				
"	Navigating the Vitamin Mystery				
Esposito, Jan & Tony	How to Pay for College Without Going Broke				

SCHEDULE 17-C-1 Civil Service Personnel Schedule

Date of Meeting: July 11, 2017

Page 12 of 13 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Miller, Annette	Account Clerk Typist	B.O.	Step 3/ \$39,322. (prorate)	5/28/17	Prior Service Credit [experience verified]
Scelza, Louise	Clerk Typist	HS	Step 3/ \$33,494. (prorate)	6/14/17	Prior Service Credit [experience verified]
DeMaria, Glenn	Chief Custodian	JH	Step 8/ \$73,520. (prorate)	7/12/17	Probationary Appt. C.S. List of Eligibles #17SR222 [from Head]
<u>2017 ENL Summer Tech. Camp: July 24 – August 4, 2017*</u>					Title III Grant
*contingent, pending sufficient enrollment					
Morales, Evelyn	1:1 Aide		\$14.44/hr.		
<u>Summer Work:</u>				Summer, 2017	
<u>Per Diem Substitute:</u>					
Sloan, Doreen	Paraprofessional (pt/clerk)		\$10./hr.		[up to 17.5 hrs./wk.]
Mareno, Dean	PT/Maintenance Supervisor	DW	\$2,100.	2017 - 2018	[stipend]
<u>Alternative Evening HS/Adult Education:</u>				2017 - 2018	
Lilly, Carolyn	PT/Clerk Typist		\$14.94/hr.		[2.5 hrs./2 days wk.]

SCHEDULE 17-C-1 Civil Service Personnel Schedule

Date of Meeting: July 11, 2017

Page 13 of 13 pages.

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

Guards:

Elem. \$17./hr. 2017 - 2018
 Sec./DW \$18./hr.

- Chery, Glenn
- Marshen, Gregory
- Martini, Eric
- Meurlin, Thomas
- Palazzolo, Frank
- Peacock, Brian
- Ratner, Jeanette
- Scotti, Robert
- Sullivan, John

[substitute]

Per Diem Substitutes:

DW \$10./hr. 2017 - 2018 Paraprofessional

- *Brzozinski, Anita
- McGovern, Eileen

Per Diem Substitute:

DW \$10./hr. 2017 - 2018 Custodian

- *Murphy, Peter

*Emergency Conditional Appointment

WEST BABYLON BOARD OF EDUCATION
ORGANIZATION MEETING - TUESDAY, JULY 11, 2017

FINANCE

Award of Bid - 2017-2018 Long Island School Nutrition Directors Association
Cooperative Bid (Res. **FI-5)

Award of Bid - 2017-2018 School Food Service Cooperative Bids (Res. **FI-6)

West Babylon Schools
10 Farmingdale Rd
West Babylon, NY 11704

RESOLUTION OF BOARD OF EDUCATION

WHEREAS, It is the plan of a number of public school districts in Nassau/Suffolk Counties, New York to bid jointly on selected Food Service Commodities, Food and Food Service Supplies for the 2017-18 school year.

WHEREAS, the West Babylon Union Free School DISTRICT, is desirous of participating with other districts in Nassau/Suffolk Counties in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-0 and,

WHEREAS, the West Babylon Union Free School DISTRICT, wishes to appoint a committee to assume the responsibility for drafting of specification, advertising for bids, accepting and opening bids, reporting the results to the boards of education and making recommendations thereon; therefore,

BE IT RESOLVED, that the BOARD OF EDUCATION of the West Babylon Union Free School DISTRICT, hereby appoints Long Island School Nutrition Directors Association Cooperative Bid Committee to represent it in all matters related above, and,

BE IT FURTHER RESOLVED, that the West Babylon Union Free School DISTRICT'S Board of Education authorized the above-mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above-mentioned commodities, and,

BE IT FURTHER RESOLVED, that the West Babylon Union Free School DISTRICT'S Board of Education agrees to assume its equitable share of the costs of the cooperative bidding, and

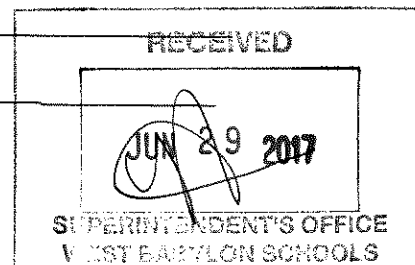
BE IT FURTHER RESOLVED, that the West Babylon Union Free School DISTRICT'S Board of Education agrees (1) to abide by majority decisions of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee; (3) that after award of contract(s), it will conduct all negotiations directly with the successful bidder(s).

DATE: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____ President of the Board of Education

SCHOOL DISTRICT: _____ West Babylon Union Free School District



WEST BABYLON SCHOOLS
SCHOOL FOOD SERVICE DEPARTMENT

MEMORANDUM

TO: Michele Psarakis, Executive Director for Finance & Operations
CC: Dr. Yiendhy Farrelly, Superintendent of West Babylon Schools
FROM: Jeannette Frabizio, School Food Service Director *JF*
DATE: June 27, 2017
RE: Updated 2017-2018 School Food Service Coop Bids (For Board Agenda)

I recommend that the Board accept the following recommendations for awarding the bids listed from the Long Island School Food Service Directors Coop Bid Association. These bids were opened on April 27, 2017 at 11 a. m. at the Massapequa UFSD. The bids were advertised in Nassau and Suffolk Newsday on April 3, 2017.

*** PLEASE NOTE: THE COOP BID WILL CONTINUE TO BID MILK WITH THE NY STATE CONTRACT**

Bagels

Modern Italian Bakery

Bread

Modern Italian Bakery

Dairy

H. Schrier & Co.
Meadow Provisions
Mivila Foods
T.A. Morris

Dishwashing Supplies

EcoLab

Drinks

Big Geyser
Coca Cola
Colonial Coffee Co
Cookies & More
H. Schrier & Co
Jay Bee Distributors
Mivila Foods
Snapple Distributors, Inc
TA Morris
Tropicana

Frozen

H. Schrier & Co
Island Wholesale Meats
Mivila Foods
Nardone Bros.
TA Morris

Grocery

Cookies & More
H. Schrier & Co
Jay Bee Distributors
Mivila Foods
RC Foods
TA Morris

Ice Cream

American Classic Ice Cream

Meat

H. Schrier & Co
Island Wholesale Foods
Meadow Provisions
Mivila Foods
TA Morris

Paper & Disposables

APPCO Paper & Plastic Corp
H. Schrier & Co
J & F Supplies
Mivila Foods

Snacks

Big Geyser
Cookies & More
H. Schrier & Co
Jay Bee Distributors
Mivila Foods
TA Morris

Small Equipment

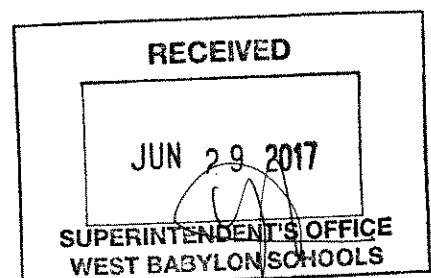
Calico Industries, Inc.
J & F Supplies
Mivila Foods
Nassau Foodservice Equip.
Sam Tell Companies
WB Mason

Large Equipment

Calico Industries, Inc.
Douglas Equipment
Nassau Foodservice Equip.
Sam Tell Companies

Government Processed

AdvancePierre Foods
Cargill Kitchen Solutions
JTM Food Group
Jennie O Turkey Store
Michael Foods, Inc
Mivila Foods
Nardone Bros. Baking Co
Rich Products Corp
TA Morris



WEST BABYLON BOARD OF EDUCATION
ORGANIZATION MEETING - TUESDAY, JULY 11, 2017

POLICY

- A. Board Review - School Board Officer & Employee Code of Ethics with Exhibits
1 & 2 (Annual Review)
(File:2160) (File:2160-E.1) (File:2160-E.2)
- B. Board Review - Student Attendance (Annual Review) (File:5100)

The Board of Education is committed to avoiding any situation in which the existence of conflicting interests of any Board member, officer or employee may call into question the integrity of the management or operation of the school district. Adherence to a code of ethics promotes public confidence in the schools and furthers the attainment of district goals.

The Board also recognizes its obligation to adopt a code of ethics setting forth the standards of conduct required of all Board members, district officers and employees under the provisions of the General Municipal Law. Therefore, every Board member, officer and employee of the district, whether paid or unpaid, shall adhere to the following code of conduct.

Statutory Conflicts of Interest

It is a conflict of interest for a Board member, officer or employee to benefit personally from contracts made in their official capacity.

- “Contract” is defined broadly to include any claim or demand against the district or account or agreement with the district, whether expressed or implied which exceeds the sum of \$750.00 in any fiscal year.
- An “interest” is defined as a direct or indirect benefit that runs to the employee as a result of a contract with the district.

No Board member, officer or employee shall have an “interest” (i.e. receive a direct or indirect benefit as the result of a contract with the district) in:

1. a firm, partnership or association in which he/she is a member or employee;
2. a corporation in which he/she is an officer, director or employee;
3. a corporation in which he/she, directly or indirectly, owns or controls 5% or more of the stock;
4. a contract between the district and his/her spouse, minor child or dependents, except for an employment contract between the school district, a spouse, minor child or dependent of a Board member authorized by §800(3) of the General Municipal Law or §3016 of the Education Law.

Disclosure Requirements

All Board members, officers and employees must publicly disclose the nature and extent of any non-exempted interest they or their spouse have, will have or later acquire in any actual or proposed contract, purchase agreement, lease agreement or other agreement involving the school district (including oral agreements), even if it is not a prohibited interest under applicable law as soon as he/she has knowledge of such prospective interest. Such disclosure must be in writing to his/her supervisor (if an employee) and the Board of Education and made part of the official record of the school district. Disclosure is not required in the case of an interest that is exempted under section 802 of the General Municipal Law (see 2160-E.1); however, Board members, officers and employees are encouraged to voluntarily make such disclosure.

Other Prohibited Activities

1. Gifts: A Board member, officer or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75.00 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her in the performance of his/her official duties or was intended as a reward for any official action on his/her part.
2. Confidential Information: A Board member, officer or employee shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest either directly or indirectly.
3. Representation before the Board or District: A Board member, officer or employee shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the school district.

4. Investments in conflict with official duties: A Board member, officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his/her official duties. Exceptions to the conflict of interest law can be found in Section 802 of the General Municipal Law (see 2160-E.1).
5. Private Employment: A Board member, officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his/her official duties.
6. Future Employment: A Board member, officer or employee shall not, after the termination of service or employment with the district, appear before the Board in relation to any action, proceeding, or application in which he/she personally participated during the period of his/her service or employment or that was under his/her active consideration.

Distribution of Code of Ethics

The Superintendent of Schools shall cause a copy of this Code of Ethics to be distributed to every member of the Board, every officer and employee of the school district. Each Board member, officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. In addition, the Superintendent shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the jurisdiction in a place conspicuous to the district's Board members, officers and employees.

Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's code of ethics may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

Ref: General Municipal Law §§800; 801; 802; 805; 806-808
 Education Law §§306; 1709; 2103; 2553; 2554; 2559; 3016
 Local Finance Law §60.10
 Public Officers Law §30(1)(h)
 Appeal of Kelly, 45 EDR Dec. No.15253 (2005)
 Application of Nett & Raby 45 EDR Dec. No. 14314 (2005)
 Appeal of Taber, 42 EDR 251 (2003)
 Appeal of Gill, 42 EDR 89 (2002)
 Matter of Grinnell, 37 EDR 504 (1998)
 Appeal of Vivlemoe, 33 EDR174 (1993)
 Matter of Cox, 27 EDR 353 (1988)
 Matter of Granirer, 26 EDR 393 (1987)
 Op. Of Atty. Gen., (Inf.) 99-16
 Op. State Comptroller, 91-26

Adopted: 12/08/2009
 Reviewed: 9 /8/15
 Reviewed: 7/5/16
 Reviewed:

Exceptions to Conflict of Interest

2160-E.1

Board members, officers ~~and~~ or employees will not be deemed to have a conflict of interest in any of the exceptions listed in §802 of the General Municipal Law, including:

1. Contracts with membership corporations or other voluntary not-for-profit corporations or associations (e.g. Taylor Law collectively negotiated agreements, contract with a not-for-profit health services organization). (§802(1)(f) GML) (**Note:** No Board member is prohibited from voting on collectively negotiated agreements which are applicable to his/her spouse or child);
2. Appointment of a teacher who is a relative or spouse of a Board member, is permitted upon a two-thirds supermajority vote without limiting any Board member's right to vote. (§3016 Education Law)
3. The employment of a Board member as school physician is permitted upon a two-thirds vote of the Board. (§802(1)(i) GML)
4. Contracts entered into by the district with a person who is subsequently elected or appointed to the Board, a school district office or employment remain valid, except the contract may not thereafter be renewed. (§802(1)(h) GML)
5. A contract with a corporation of which the interest of the Board member officer or employee is, by reason of stockholding, less than 5% of the outstanding shares. (§802(2)(a) GML)
6. Contracts between the district and a Board member, officer or employee in which the total amount does not exceed \$750 in any fiscal year. (§802(2)(e) GML)
7. Where application of the conflict of interest rules would necessitate the engagement of a bank or trust company outside of the municipality or school district, the Board may designate a bank or trust company in which the Board President, treasurer or deputy treasurer has an interest in such entity. The designation shall be as a depository, paying agent or registration agent for the investment of funds. (§802(1)(a) GML)
8. A contract with a person, firm, corporation or association in which a municipal officer or employee has an interest prohibited solely by reason of employment as an officer or employee of such other entity, if their compensation will not be directly affected as a result of the contract with the municipality or school district and duties do not directly involve the procurement, preparation or performance of any part of the contract. (Appeal of Vivlemoe, 33 EDR 174 (1993))
9. The designation of a newspaper, including the official newspaper, for the publication of notices, resolutions or other proceeding where publication is otherwise required or authorized by law. (§802(1)(c) GML)
10. The purchase of real property or any interest therein when approved upon a petition to the State Supreme Court by the Board of Education. (§802(1)(d) GML)
11. Acquisition of real property or an interest in real property through eminent domain proceedings. (§802(1)(f) GML)
12. Sale of bonds and notes pursuant to section 60.10 of the Local Finance Law. (§802(1)(g) GML)

Reviewed: 10/25/16

Reviewed:

CODE OF ETHICS ACKNOWLEDGEMENT

2160-E.2

I, _____, an officer/employee of the West Babylon Union Free School District, do hereby acknowledge receipt of a copy of the Code of Ethics of the West Babylon Union Free School District, this ____ day of _____ in the year 20____.

Signature of Officer/Employee

Printed Name of Officer/Employee

Reviewed: 7/5/16

Reviewed:

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

Adoption date: 1/11/11
Reviewed: 8/20/15
Revised: 8/23/16
Reviewed: 10/25/16
Reviewed: