

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK  
REGULAR MEETING  
BOARD OF EDUCATION  
BOARD ROOM - ADMINISTRATION BUILDING  
TUESDAY – JUNE 12, 2012  
AGENDA

The order of business at all regular meetings shall be as follows:

1. Call to order by presiding officer
2. Pledge of Allegiance to The Flag [7:00 P.M. - Meeting Convenes Followed by Student Presentation(s) and/or Executive Session]  
  
[8:00 P.M. - Public Session Resumes Beginning with Item #3]
3. Approval of minutes of previous meeting(s):

Regular Meeting:	May 22, 2012
Special Meeting:	May 29, 2012
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  
  

**External Auditor's Preliminary Presentation**  
**Mr. Michael Nawrocki, Nawrocki Smith LLP**
12. Business Agenda [**\*\*Consent Agenda Items**]
  - A. **BOARD OF EDUCATION**
    - \*\* (R) Approval of Plainview-Old Bethpage Central School District to provide Summer Special Education Services to West Babylon School District Resident Students (Res. #BE-1)
  - B. **PERSONNEL**
    - \*\* (R) 11-P-22 Professional Personnel
    - \*\* (R) 11-C-22 Civil Service Personnel (Res. #PE-1)

**C. FINANCE**

- \*\* (R) Budget Transfer (Res. #FI-1)
- \*\* (R) Approval of the Corrective Action Plan (CAP) in Response to Risk Assessment Update Report for the period ending May 31, 2011 (Res. #FI-2)
- \*\* (R) Approval of the Corrective Action Plan (CAP) in Response to Internal Audit Report on Transportation Operations (Res. #FI-3)
- \*\* (R) Approval of the Corrective Action Plan (CAP) in Response to Internal Audit Report on Food Service Operations (Res. #FI-4)
- \*\* (R) Approval of the Licensing and Maintenance Agreement between Educational Data Services Inc. and the West Babylon School District (Res. #FI-5)
- \*\* (R) Designation of Non-Calendar Religious Holidays for the 2011-2012 School Year (Res. #FI-6)
- \*\* (R) Approval of School Lunch Price Increase for the 2012-2013 School Year (Res. #FI-7)
- \*\* (R) Approval of Sole Source Provider for Grades 3-8 Student Organizers for the 2012-2013 School Year (Res. #FI-8)
- \*\* (R) Approval of Cooperative Bid between the West Babylon School District and New York/Long Island School Districts (Res. #FI-9)

**D. CURRICULUM**

- \*\* (R) Authorization to Establish a Formal Agreement with St. John's University College (Res. #CU-1)
- \*\* (R) Establishment of Senior High School Science Honor Society and Mathematics Honor Society (Res. #CU-2)

**E. FACILITIES**

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

13. Policy Review:

- A. Board Review - Annual District Election and Budget Vote (First Time Reading) File: 1050
- B. Board Review - Advisory Committees to the Board (First Time Reading) File: 2260
- C. Board Review - Agenda Preparation and Dissemination (First Time Reading) File: 2342
- D. Board Review - Interscholastic Athletics (First Time Reading) File: 5280
- E. Board Review - Student Records (First Time Reading) File: 5500
- F. Board Review - Purchasing (First Time Reading) File: 6700
- G. Board Review - School Building Safety (First Time Reading) File: 8110
- H. Board Review - School Volunteers (Third Time Adoption) File: 4532
- I. Board Review - Student Records Regulations (Revision) File: 5500-R
- J. Board Review - Board Member Removal from Office (Deletion) File: BBD
- K. Board Review - Principles for School Board Members (Deletion) File: BBFE
- L. Board Review - Board-Superintendent Relationship (Deletion) File: BCD
- M. Board Review - Board Committees (Deletion) File: BCE
- N. Board Review - Board Committees-Regulations (Deletion) File: BCE-R
- O. Board Review - Quorum (Deletion) File: BDDD
- P. Board Review - Board-Staff Communications (Deletion) File: BG (also GBD)
- Q. Board Review - School Board Memberships (Deletion) File: BJ
- R. Board Review - Coordinator of Science K-8 (Deletion) File: CGD
- S. Board Review - Coordinator of Social Studies K-8 (Deletion) File: CGG
- T. Board Review - Administrative Reports (Deletion) File: CL
- U. Board Review - Annual Budget (Deletion) File: DB
- V. Board Review - Fiscal Year (Deletion) File: DBB
- W. Board Review - Budgetary Appropriations Increases (Deletion) File DBDK
- X. Board Review - Dissemination of Budget Recommendations (Deletion) File: DBF.
- Y. Board Review - Budget Hearings and Reviews (Deletion) File: DBG
- Z. Board Review - Registration of Voters (Deletion) File: DBHA

Continued.....

13. Policy Review – Continued:
  - AA. Board Review - Financial Computer Control (Deletion) File: DC
  - BB. Board Review - Funding Proposals and Applications (Deletion) File: DD
  - CC. Board Review - Revenues from Tax Sources (Deletion) File: DE
  - DD. Board Review - Revenues from State Tax Sources (Deletion) File: DEB
  - EE. Board Review - Use of Surplus Funds (Deletion) File: DFAA
  - FF. Board Review - Revenues from School Owned Real Estate (Deletion) File: DFB
  - GG. Board Review - Free Admissions (Deletion) File: DFEA
  - HH. Board Review - Authorized Signatures (Deletion) File: DGA
  - II. Board Review - Bonded Employees and Officers (Deletion) File: DH
  - JJ. Board Review - Fiscal Accounting and Reporting (Deletion) File: DI
  - KK. Board Review - Accounting System (Deletion) File: DIA
  - LL. Board Review - Financial Reports and Statements (Deletion) File: DIC
  - MM. Board Review - Internal Audit Function (Deletion) File: DIF
  - NN. Board Review - Local Purchasing (Deletion) File: DJD
  - OO. Board Review - Cooperative Purchasing (Deletion) File: DJE
  - PP. Board Review - Sales Calls and Demonstrations (Deletion) File: DJGA
  - QQ. Board Review - Payment Procedures (Deletion) File: DK
  - RR. Board Review - Payday Schedule (Deletion) File: DLA
  - SS. Board Review - Salary Deductions (Deletion) File: DLB
14. Board of Education Committee Reports
15. Old Business
16. New Business
17. Follow-Up to Residents' Statements
18. Statements of Residents re: other district items [15 minutes-limited to 3 minutes per speaker]\*
19. Adjournment [This should take place by 11:00 P.M.]

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

### Follow-Up to Residents' Questions

Date	Residents' Questions	Responses
<b>October 25, 2011</b>	<b>Proposal to form a Budget Advisory Committee</b>	<b>1/10/12-A Superintendent's Budget Advisory Committee will be formed.</b>
<b>November 21, 2011</b>	-----	-----
<b>November 29, 2011</b>	-----	-----
<b>December 13, 2011</b>	-----	-----
<b>January 10, 2012</b>	-----	-----
<b>January 24, 2012</b>	<b>Request for Board of Education Trustees to reconsider each grade level being allowed to take one field trip a year.</b>	<b>To be discussed during future budget presentation meetings.</b>
<b>February 13, 2012</b>	-----	-----
<b>February 28, 2012</b>	-----	-----
<b>March 13, 2012</b>	-----	-----
<b>March 27, 2012</b>	<ol style="list-style-type: none"> <li><b>1. Request for Board of Education Trustees to consider a cost per pupil comparison to other districts.</b></li> <li><b>2. Request for Board of Education Trustees to consider a cost of programs analysis which would include the cost of the program, the number of student participants and the need for the program.</b></li> </ol>	<b>The requests are under consideration by the Board.</b>
<b>April 17, 2012</b>	-----	-----
<b>April 24, 2012</b>	-----	-----
<b>May 8, 2012</b>	-----	-----
<b>May 22, 2012</b>	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION  
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – JUNE 12, 2012

RESOLUTIONS

**BOARD OF EDUCATION**

\*\*\*BE-1

RESOLVED: that the West Babylon Board of Education approves the following school district to provide Summer Special Education services, to West Babylon School District resident students, from July 2, 2012 through August 10, 2012:

Plainview-Old Bethpage Central School District

**PERSONNEL**

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

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

11-P-22

Professional Personnel

11-C-22

Civil Service Personnel

**FINANCE**

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

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

<i><b>ACCOUNT CODE</b></i>	<i><b>ACCOUNT CODE DESCRIPTION &amp; TRANSFER EXPLANATION</b></i>	<i><b>FROM</b></i>	<i><b>TO</b></i>
A2250.1601	Special Education Aides	\$130,000.00	
A9060.8000	Health Insurance	\$ 60,000.00	
A9760.7000	TAN Interest	\$322,000.00	
A2250.4900	Western Suffolk BOCES Contract Services – Program/Services for Handicapped – Underestimated Program Costs for 2011- 2012		\$512,000.00

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

**RESOLVED:** that the West Babylon Board of Education approves the corrective action plan (CAP) in response to the findings contained in the internal auditor’s Risk Assessment Update Report for the period ending May 31, 2011. The Executive Director for Finance and Operations will file a copy of the CAP with the State Education Department pursuant to NYCRR Section 170.12(e)(4).

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

**RESOLVED:** that the West Babylon Board of Education approves the corrective action plan (CAP) in response to the findings and recommendations made in the Internal Auditor Report on Transportation Operations presented to the Board on November 7, 2011. The Executive Director for Finance and 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 the corrective action plan (CAP) in response to the findings and recommendations made in the Internal Audit Report on Food Service Operations presented to the Board on November 7, 2011. The Executive Director for Finance and Operations will file a copy of the CAP with the State Education Department pursuant to NYCRR Section 170.12(e)(4).

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

**RESOLVED:** that the West Babylon Board of Education approves the Licensing and Maintenance Agreement between Educational Data Services, Inc. and the West Babylon Union Free School District for the 2012-2013 school year at a cost of \$9,900.00

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**\*\*#FI-6**

**RESOLVED:** that the following dates be designated as non-calendar religious holidays for the 2011-2012 school year:

Meskel-Ethiopian Orthodox Christian	9/27/11
Navaratri-Hindu	9/28/11
All Saints' Day-Christian	11/1/11
Hajj-Islam	11/4/11
Saint Nicholas Day-Christian	12/6/11
Feast Day Our Lady of Guadalupe-Catholic Christian	12/12/11
Hanukkah-Jewish	12/21-12/23/11
Maha Shavartri-Hindu	2/3/12
Tu Bishvat-Judaism	2/8/12
Saint Valentine's Day-Christian	2/14/12
Nirvana Day-Buddhist-Jain	2/15/12
Great Lent Begins-Orthodox Christian	2/27/12
Saint David of Wales-Christian	3/1/12
Puja Day-Buddhist	3/8/12
Hola Mohalla-Sikk	3/9/12
Yom Ha'Atzmaut-Jewish	4/27/12
National Day of Prayer	5/3/12
Our Lady of Grace (Confirmation)-Catholic	5/22/12

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**\*\*#FI-7**

**RESOLVED:** that pursuant to the Child Nutrition Reauthorization Act of 2011, section 205 and as recommended by the School Lunch Director, the 2012-2013 student lunch prices be increased by twenty-five (\$.25) cents in each category as follows:

	<b>FROM</b>	<b>TO</b>
Elementary Lunch	\$2.25	\$2.50
Elementary Breakfast	\$1.50	\$1.75
JHS/SHS Lunch	\$2.50	\$2.75
JHS Breakfast	\$1.50	\$1.75
SHS Breakfast	\$1.75	\$2.00



**\*\*#FI-8**

**RESOLVED:** that the West Babylon Board of Education endorses Alliance Publishing and Marketing, Inc., as the sole source vendor/provider for the Grades 3-8 student organizers adopted for the 2012-2013 school year.

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**\*\*#FI-9**

**RESOLVED:** that the West Babylon Board of Education approves, that it would be in the joint interest of the West Babylon Union Free School District to participate in cooperative bids with the attached, New York/Long Island school district listing, for the purchase of various supplies, services, materials, and equipment as advertised by and awarded by the Clarkstown Central School District acting as the Lead Agency for the 2012-2013 school year, as provided by General Municipal Law Section 119-0; and

**WHEREAS:** each Board retains the legal authority to contract with the successful Vendor(s) and shall not be bound by purchase contracts or other agreements made by the other BOARD(S); and therefore

**BE IT RESOLVED,** that the Board of Education of the West Babylon Union Free School District hereby agrees to participate with the school districts listed on the attached New York/Long Island school district listing.

**CURRICULUM**

**\*\*#CU-1**

**RESOLVED:** that the West Babylon Board of Education authorizes the district to establish a formal agreement with St. John's University College. This agreement allows West Babylon students enrolled in our Criminal Justice course, in the fall semester, and Forensics course, in the spring semester, to receive college credit for the successful completion of this course work. Parents of students interested in receiving this college credit will be responsible for the \$250.00 fee for each course.

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**\*\*#CU-2**

**RESOLVED:** that the West Babylon Board of Education authorizes the establishment of a Science Honor Society and a Mathematics Honor Society at the West Babylon Senior High School. The Honor Societies will have faculty advisors (without stipends).

**FACILITIES**

\*\*#FA-1

**RESOLVED:** that the West Babylon Board of Education declares the following equipment, located in the Business Office storage room, obsolete:

Xerox 6015 Memorywriter  
Serial No.: 02C-120044  
WB Inventory Control No. 001039/17631

Dell Hard Drive  
Model No.: DHS  
Serial No.: 2DVCG61  
WB Inventory Control No. 20071254/005288

The equipment is outdated and no longer functioning.

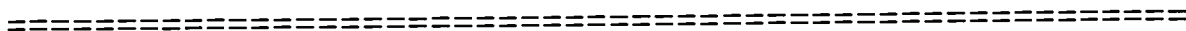
WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - JUNE 12, 2012

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**PERSONNEL**

(R) Schedules:      11-P-22      Professional Personnel  
                                 11-C-22      Civil Service Personnel



**PROFESSIONAL PERSONNEL SCHEDULE**

**I. Professional Personnel Schedule 11-P-22**

- A. Family Medical Leaves
- B. Resignation
- C. Probationary Appointment
- D. LOA Returnees
- E. AP/S.A.T Proctors
- F. 2011-2012 Per Diem Substitute
- G. 2012 Summer Work
- H. 2012 Summer School
- I. 2012-2013 Elementary Clubs & Advisors
- J. 2012-2013 Morning Challenge Advisors
- K. 2012-2013 JHS Clubs & Advisors

**CIVIL SERVICE PERSONNEL SCHEDULE**

**II. Civil Service Personnel Schedule 11-C-22**

- A. Resignations
- B. LOA Returnees
- C. 2012 Summer Work
- D. 2012-2013 Maintenance Supervisor
- E. 2012-2013 School Photographer
- F. 2012-2013 Per Diem Substitutes

SCHEDULE 11-P-22 Professional Personnel Schedule  
 Date of Meeting: June 12, 2012  
 Page 1 of 10 pages.

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL/ AREA</b>	<b>STEP/ SALARY</b>	<b>BEG/END APPT.</b>	<b>COMMENTS</b>
Liardi, Christine	Music Tchr.	JK/SA		5/30/12 -	Family Medical Leave
Horstmann, Thomas	Social Studies Tchr.	JH		5/31/12 -	Family Medical Leave
Zuhlke-Perry, Lisa	Music Tchr.	FA/SB		6/4/12 -	Family Medical Leave [continuance]
Palma, Dominick	Assistant Superintendent for Curriculum & Student Services	Adm.		7/1/12	Resignation
Tona, Christine	Executive Director for Curriculum & Instruction	Adm.	\$149,500.	7/1/12	Probationary Appt.
Tona, Christine	Principal	FA		7/1/12	Resignation
DeLuca, Jill	Speech Tchr.			9/1/12	Returning from LOA
Kalinowski, Barbara	Elementary Tchr.			9/1/12	Returning from LOA
Lynch, Jaclyn	Elementary Tchr.			9/1/12	Returning from LOA

SCHEDULE 11-P-22 Professional Personnel Schedule

Date of Meeting: June 12, 2012

Page 2 of 10 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b><u>A.P. Proctor:</u></b>			\$21.97/hr.	5/14/12	
O'Leary, Daniel					3 hrs.
<b><u>S.A.T. Proctors:</u></b>			\$21.97/hr.	6/2/12	
Connors, Lucia					5 hrs.
Borgo, Danielle					6 hrs.
Briody, Donna					6 hrs.
Carson, Jeffrey					6 hrs.
DeLany, Nicole					6 hrs.
Goodwin, Deborah					6 hrs.
Heaton, Elise					6 hrs.
Iaquinto, Christine					6 hrs.
Kohler, Amy					6 hrs.
McArdle, Patrick					6 hrs.
Mendoza, Aimee					6 hrs.
Mucaria, Donna					6 hrs.
Myers, Kelly					6 hrs.
Ragovitz, Eugene					6 hrs.
Romeo, Marta					6 hrs.
Ruiz, Lawrence					6 hrs.
Simone, Linda					6 hrs.
Tichy, Audrey					6 hrs.
Amaya-Valasquez, Idalia					6 hrs.
Whitfield, Constance					6 hrs.
Montalvo, Andrea					9 hrs.
Montalvo, Christina	Test Supervisor				9 hrs.
<b><u>Per Diem Substitute:</u></b>			\$90./day	2011-2012	
O'Leary, Daniel					

SCHEDULE 11-P-22 Professional Personnel Schedule  
 Date of Meeting: June 12, 2012  
 Page 3 of 10 pages.

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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<b>Summer Work:</b>				Summer, 2012	
Thomas,Stephanie	Guidance Dept. Duties		\$596.75/day		2 full days
Hickey,Susan	Scheduling		\$595.58/day		2 full days
Marcin-D'Angelo,Allison	"		\$468.23/day		2 full days
Satriano,Paul	"		\$402.18/day		2 full days
Schilt,Brianne	"		\$375.76/day		2 full days
Dombo,Stephen	"		\$338.66/day		2 full days
Manzi,Steven	Social Worker		\$605.54/day		3 full days
Case,Ryan	Instructional Technology		\$443.93/day		30 full days
Spinelli,Anthony	Athletics		\$625.85/day		30 full days
Thomas, Stephanie	Guidance Dept. Duties		\$99.46/hr.		120 hrs.
Sewell, Mary Jean	CPSE Chairperson		\$526.42/day		Up to 8 days
Leonbruno, Thomas	CSE Scheduling		\$514.18/day		Up to 3 days
Mack, Michael	CSE Scheduling		\$484.51/day		Up to 3 days
Clark,Julia	Screenings/Physicals		\$69.85/hr.		6 hrs.
Autera,Jennifer	"		\$89.67/hr.		6 hrs.
Daly,Adair	"		\$30.54/hr.		6 hrs.
LaMantia,Joanne	"		\$34.07/hr.		6 hrs.
Lentricchia,Janet	"		\$42.15/hr.		6 hrs.
Raimondi,Theresa	"		\$41.60/hr.		6 hrs.
Senzamici,Donna	"		\$41.60/hr.		6 hrs.



SCHEDULE 11-P-22 Professional Personnel Schedule

Date of Meeting: June 12, 2012

Page 4 of 10 pages.

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

				Summer, 2012	
Febbraro, Nancy	CPSE Representative		\$97.68/hr.		
Chiquitcto, Alison	"		\$83.06/hr.		
Flynn, Ann	"		\$83.06/hr.		

**Teacher Evaluation Training:**

				6/25/12, 6/26/12	
Acocella, Patricia			\$607.29/day		
Benvenuto, Charles			\$455.31/day		
Case, Ryan			\$427.49/day		
Coleman, Therese			\$573.00/day		
Doran, William			\$559.54/day		
Garland, Elizabeth			\$604.80/day		
Kelly, Barbara			\$607.29/day		
Leonbruno, Thomas			\$497.24/day		
Mack, Michael			\$467.77/day		
McGrath, Donna			\$586.11/day		
O'Leary, Stephen			\$428.44/day		
Reilly-Johnson, Katharine			\$504.61/day		
Richert, Danielle			\$559.54/day		
Robinson, Alice			\$612.60/day		
Spinelli, Anthony			\$621.15/day		

**2012 Summer School:**

Rabaglia, Michelle	Teaching Assistant	K-5	\$4,071.		[repl. K. Durkin]
Marcin-D'Angelo, Allison	Guidance Counselor		\$45.22/hr	3 days/wk./4hrs./day	[from 2 days]

**Student Teacher/Observer:**

				Summer, 2012	
Poggi, Antonella	Special Education	TA			

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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**Elementary Clubs & Advisors:**

2012-2013

**Forest Avenue**

Riviezzo, Francis	Computer Club		\$506.		
Christie, Diane	Math Olympiads		\$366.		
Felice, Bryan	Safety Patrol		\$506.		
Felice, Bryan	Student Council		\$506.		
Kahler, Timothy	Technology Advisor		\$1,454.		

**John F. Kennedy**

Morris, Deborah	Computer Club		\$506.		
Giorgianni, Allison	Math Olympiads		\$366.		
Grace-Nizich, Cara	Safety Patrol		\$506.		
Thompson, Maura	Student Council		\$506.		
Shay, Meghan	Technology Advisor		\$1,454.		

**Santapogue**

Morris, Megan	Computer Club		\$506.		
Soldano, Susan	Math Olympiads		\$366.		
Fitzgerald, Jeanne	Safety Patrol		\$506.		
Paganica, Heather	Student Council		\$506.		
Lynch, Maria	Technology Advisor		\$1,454.		

**South Bay**

Levy, Kara	Computer Club		\$506.		
Szypula, Jaime	Math Olympiads		\$366.		
Szypula, Jaime	Safety Patrol		\$506.		
LoSardo, Deborah	Student Council		\$506.		
Chiquitucto, Alison	Technology Advisor		\$1,454.		

**Tooker Avenue**

Murray, Kathleen	Computer Club		\$506.		
Bedford, Paula	Math Olympiads		\$366.		
Durkin, Kelly	Safety Patrol		\$506.		
Carbonaro, Cristina	Student Council		\$506.		
Squicciarini, Patricia	Technology Advisor		\$1,454.		

**Morning Challenge Advisors:**

JH

\$36.59/hr.

2012-2013

Benvenuto, Charles  
 Horstmann, Thomas

SCHEDULE 11-P-22 Professional Personnel Schedule

Date of Meeting: June 12, 2012

Page 6 of 10 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b>Clubs &amp; Advisors:</b>		JH		2012-2013	
Bodolai, Erin	Art Club Gr. 6		\$1,143.		
Bodolai, Erin	Art Club Gr. 7 & 8		\$1,143.		
O'Neill, Margaret	Class Advisor Gr. 6		\$1,673.		
Augustine, Janine	Class Advisor Gr. 7		\$1,673.		
Craig, Karol	Class Advisor Gr. 8		\$1,687.		
Zemba, Lorraine	Community Service		\$1,143.		
Powers, Julia	Computer Club		\$1,143.		
Kohler, Amy	Critics Club		\$1,143.		
TBD	Drama Club		\$1,687.		
TBD	Dramatics Asst.		\$1,143.		
TBD	International Club		\$572.		
TBD	International Club		\$572.		
TBD	Jazz Band Gr. 6		\$2,073.		
Butler, Kenneth	Jazz Band Gr. 7		\$2,073.		
Gimberlein, Nicholas	Jazz Band Gr. 8		\$2,073.		
Dell'Isola, Robert	Mathletes		\$1,143.		
TBD	Music Director		\$1,286.		
Carrozzo, Diane	Newspaper		\$2,312.		
Limperatos, Tara	NJHS		\$1,143.		
Powers, Julia	Robotics Club		\$1,143.		
Kronenbitter, Linda	Science Olympiad		\$571.50		
O'Neill, Margaret	Science Olympiad		\$571.50		
Moran, Eileen	Student Council		\$3,199.		
Thorschmidt, Joanne	Yearbook Club		\$1,006.		
Hartranft, Gregory	Yearbook Club		\$1,006.		

SCHEDULE 11-C-22 Civil Service Personnel Schedule

Date of Meeting: June 12, 2012

Page 7 of 10 pages.

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL/ AREA</b>	<b>STEP/ SALARY</b>	<b>BEG/END APPT.</b>	<b>COMMENTS</b>
Salvi, Joseph	PT/School Bus Driver	Trans.		6/23/12	Resignation
Molina, Jeanette	Food Service Wrkr. ' B'	JH		6/16/12	Resignation
Simolin, Grace	Paraprofessional (school monitor)	TA		6/30/12	Resignation from LOA
Leddy, Toby	Paraprofessional (school monitor)	SB		9/1/12	Returning from LOA
LoFaso, Lucyanne	School Bus Monitor	Trans.		9/1/12	Returning from LOA
Perrino, Jacqueline	School Bus Driver	Trans.		9/1/12	Returning from LOA

SCHEDULE 11-C-22 Civil Service Personnel Schedule

Date of Meeting: June 12, 2012

Page 8 of 10 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Lynch, Kathleen	Clerk Typist	Guidance	\$146.03/day	Summer, 2012	[15 days-scanning]
Luciani, Antoinette	Paraprofessional (school tchr. aide)	JH	\$16.10/hr.	Summer, 2012	[12 hrs. max]
Palminteri, Charles	PT/Maintenance Supervisor	DW	\$2,100.	2012-2013	[stipend]
Steiger, Margaret	School Photographer	DW	\$4,700.	2012-2013	[stipend]
<b><u>Per Diem Substitutes:</u></b>		DW	\$10./hr.	2012-2013	Custodians
*Aprea, Kenneth					
Casale, Louis					
Kuefner, Joseph					
Luciani, Anthony					
Mariconda, Frank					
McDonald, Robert Jr.					
Simpson, Raymond					
Thiel, Michael					
Villani, Joseph					
<b><u>Per Diem Substitutes:</u></b>		DW	\$16./hr.	2012-2013	Guards
Dominguez, Thomas					
Frank, Alfred Jr.					
Palazzolo, Frank					
Thompson, Ronald					

\*Emergency Conditional Appointment

SCHEDULE 11-C-22 Civil Service Personnel Schedule

Date of Meeting: June 12, 2012

Page 9 of 10 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b><u>Per Diem Substitutes:</u></b>		DW	\$9./hr.	2012-2013	Food Service Workers
Formosa, Kerry					
Franco, Marcelina					
Kahn, Doreen					
Lubrano, Dawn					
Marek, Patricia					
Miller, Joy					
Rodriguez, Carrie					
Russo, Charisse					
Scotto, Betsy					
Stack, Margaret					
Yates, Lorie					
<b><u>Per Diem Substitutes:</u></b>		DW	\$9./hr.	2012-2013	Clericals
Antonino, Grace					
Callanan, Michele					
Farina, Arleen					
Ritter, Rachel					
Weinschenk, Josephine					
<b><u>Per Diem Substitutes:</u></b>		DW	\$9./hr.	2012-2013	Paraprofessionals
Bowles, Jeanne					
Casola, Mary Ann					
Chang, RoseAnn					
Cooper, Maryann					
Diamant, Lorraine					
Faruqui, Shabnam					
Knowles, Angela					
Loguidice, Loretta					
McGovern, Eileen					
Pugliese, Catherine					
Rhatigan, Marion					
Scotto, Betsy					
Venetiou, Zoraida					
Virzi, Caroline					

SCHEDULE 11-C-22 Civil Service Personnel Schedule

Date of Meeting: June 12, 2012

Page 10 of 10 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b><u>Per Diem Substitutes:</u></b>		DW	\$9./hr.	2012-2013	Clerical/Paraprofessionals
Ahmad, Sahar					
Batho, Irene					
Butler, Linda					
Caputo, Pamela					
Carucci, Frances					
Caruso, Mary					
Cascio Plezia, Deborah					
Cataldi, Sallieann					
Conte, Mary					
Curley, Susan					
Esposito, Bernadette					
Fishman, Marie					
Flores, Bianca					
Formosa, Kerry					
Gilmore, Nancy					
Giordano, Frances					
Kahn, Doreen					
Keefer, Lynn					
Kolman, Marie					
Koumbiadis, Janice					
LaTorre, Virginia					
Lejman, Kathleen					
Lilly, Carolyn					
Lubrano, Dawn					
Marek, Patricia					
McHugh-Chiappone, Michele					
Mikelinich, Martha					
Minghillo, Christine					
Modica, Joann					
Muldoon, John					
Pisano, Anna					
Poggi, Judith					
Randolph, Paula					
Rodriguez, Carrie					
Russo, Charisse					
Scelza, Nicole					
Senkus, Marianne					
Stahelek, Tami					

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY – JUNE 12, 2012

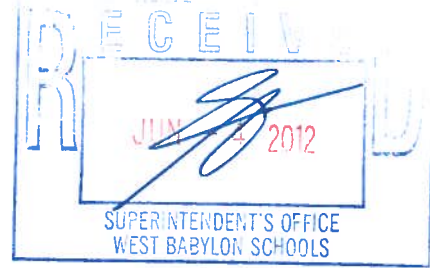
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**FINANCE**

- (R) Approval of Cooperative Bid between the West Babylon Union Free School District and New York/Long Island School Districts (\*\*#FI-9)



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



**MEMORANDUM**

To: Anthony Cacciola, Superintendent  
From: Jennifer Buscemi, Executive Director for Finance & Operations *JB*  
Date: May 24, 2012  
Re: Board of Education Agenda Item

I recommend that the following item be placed on the June 12, 2012 agenda:

**Resolved:** that the Board of Education approves that, it would be in the joint interest of the West Babylon Union Free School District to participate in cooperative bids with the following New York/Island School Districts:

- |  |  |   |
|--|--|---|
| <b><u>CAYUGA</u></b><br><i>Auburn</i>  | <b><u>ONTARIO COUNTY</u></b><br><i>Canandaigua</i>   | <b><u>TOMKINS COUNTY</u></b><br><i>Ithaca</i>   |
| <b><u>COLUMBIA</u></b><br><i>Germantown</i><br><i>New Lebanon</i>  | <b><u>ORANGE COUNTY</u></b><br><i>Newburgh</i>   | <b><u>ULSTER COUNTY</u></b><br><i>Marlboro</i><br><i>New Paltz</i><br><i>Saugerties</i>   |
| <b><u>DUTCHESS COUNTY</u></b><br><i>Arlington</i><br><i>Dover Plains</i><br><i>Poughkeepsie</i><br><i>Pawling</i><br><i>Red Hook</i>                         | <b><u>PUTNAM COUNTY</u></b><br><i>Brewster</i><br><i>Carmel</i><br><i>Haldane</i><br><i>Mahopac</i>  | <b><u>WASHINGTON COUNTY</u></b><br><i>Argyle</i><br><i>Granville</i><br><i>Greenwich</i>  |
| <b><u>ESSEX COUNTY</u></b><br><i>Ticonderoga</i>   | <b><u>ROCKLAND COUNTY</u></b><br><i>Clarkstown</i><br><i>Nanuet</i><br><i>North Rockland</i><br><i>Nyack</i><br><i>Pearl River</i><br><i>Ramapo</i><br><i>South Orangetown</i> | <b><u>WESTCHESTER COUNTY</u></b><br><i>Ardsley</i><br><i>Bedford Hills</i><br><i>Blind Brook</i><br><i>Boces So. W. Chester</i><br><i>Briarcliff Manor</i><br><i>Bronxville</i><br><i>Byram Hills</i><br><i>Chappaqua</i> |
| <b><u>NASSAU COUNTY</u></b><br><i>Bellmore</i><br><i>Bellmore-Merrick</i><br><i>Bethpage</i><br><i>Carle Place</i><br><i>East Williston</i><br><i>Elmont</i> |  |   |

*Farmingdale  
Franklin Square  
Freeport  
Garden City  
Glen Cove  
Herricks  
Hewlett/Woodmere  
Hicksville  
Island Trees  
Jericho  
Lawrence  
Levittown  
Locust Valley  
Long Beach City  
Malverne  
Manhasset  
Massapequa  
Merrick  
Mineola  
North Merrick  
North Shore  
Oyster Bay/E. Norwich  
Plainedge  
Plainview  
Port Washington  
Roslyn  
Seaford  
Valley Stream  
Valley Stream HSD  
Wantagh  
Westbury*

**SARATOGA COUNTY**

*Saratoga Springs*

**SENECA COUNTY**

*Seneca Falls*

**SUFFOLK COUNTY**

*Bayport Blue Point*

*Bay Shore*

*Central Islip*

*Center Moriches*

*East Hampton*

*Half Hollow Hills*

*Hampton Bays*

*Huntington*

*Lindenhurst*

*Middle Country*

*Miller Place*

*Mt. Sinai*

*Patchogue-Medford*

*Port Jefferson*

*Rocky Point*

*Shoreham-Wading*

*South Huntington*

*South Country*

*West Babylon*

*Dobbs Ferry  
Eastchester  
Edgemont  
Harrison  
Hastings On Hudson  
Hendrick Hudson  
Irvington  
Mt. Pleasant  
New Rochelle  
North Salem  
Peekskill  
Pelham  
Portchester  
Pleasantville  
Rye City  
Rye Neck  
Somers  
Yorktown*

for the purchase of various supplies, services, materials and equipment, as advertised by and awarded by the Clarkstown Central School District acting as the Lead Agency, for the 2012/13 school year, as provided by General Municipal Law Section 119-0 and,

WHEREAS, each BOARD retains the legal authority to contract with the successful Vendor(s) and shall not be bound by purchase contracts or other agreements made by the other BOARD(S), therefore

BE IT RESOLVED, that the BOARD OF EDUCATION of the West Babylon Union Free School District hereby agrees to participate with the above named school districts in such cooperative bids.

## **NY/ISLAND COOPERATIVE BID PROGRAM**

### **AGREEMENT**

**WHEREAS, General Municipal Law Section 119-0 specifically authorizes municipal Corporations and school districts to enter into agreements for “purchasing and making of contracts;” and**

**WHEREAS, the attached school district listing has explored and supported the establishment of a municipal cooperative purchasing group; and**

**WHEREAS, the parties hereto desire a municipal cooperative purchasing group to effect economies in the purchasing and making contracts for materials, supplies and public works; and**

**WHEREAS, the governing bodies of the parties hereto have approved this cooperative purchasing arrangement by appropriate resolution.**

**NOW, THEREFORE, in consideration of the promises and covenants set forth herein, it is mutually agreed as follows:**

- 1. A municipal cooperative purchasing group to be known as the “NY/Island Cooperative Bid” (Purchasing Group) has been established.**
- 2. Membership in such Purchasing Group shall be available to any school district or municipal Corporation in New York State, which, by appropriate resolution, adopts the provisions of this agreement.**
- 3. The members of the Purchasing Group shall adopt such rules, regulations and procedures in the conformity with New York State bidding laws to effectuate the purposes of this Agreement.**
- 4. The Purchasing Group may enter into agreements with contractors to assist the Purchasing Group in carrying out the purposes of this Agreement.**
- 5. The Clarkstown Central School District shall serve as Lead Agency for the Purchasing Group.**
- 6. Educational Data Services will serve as the Administrative Agent for the Purchasing Group to perform those functions required as per the Lead Agency.**

WEST BABYLON UNION FREE SCHOOL DISTRICT  
REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - JUNE 12, 2012

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**POLICY**

**\*\*Copy of Polices in Agenda Book\*\***

- A. Board Review-Annual District Election and Budget Vote (First Time Reading) File: 1050
- B. Board Review-Advisory Committees to the Board (First Time Reading) File: 2260
- C. Board Review-Agenda Preparation and Dissemination (First Time Reading) File: 2342
- D. Board Review-Interscholastic Athletics (First Time Reading) File: 5280
- E. Board Review-Student Records (First Time Reading) File: 5500
- F. Board Review-Purchasing (First Time Reading) File: 6700
- G. Board Review-School Building Safety (First Time Reading) File: 8110
- H. Board Review-School Volunteers (Third Time Adoption) File: 4532
- I. Board Review-Student Records Regulations (Revision) File: 5500-R
- J. Board Review - Board Member Removal from Office (Deletion) File: BBD
- K. Board Review - Principles for School Board Members (Deletion) File: BBFE
- L. Board Review - Board-Superintendent Relationship (Deletion) File: BCD
- M. Board Review - Board Committees (Deletion) File: BCE
- N. Board Review - Board Committees-Regulations (Deletion) File: BCE-R
- O. Board Review - Quorum (Deletion) File: BDDD
- P. Board Review - Board-Staff Communications (Deletion) File: BG (also GBD)
- Q. Board Review - School Board Memberships (Deletion) File: BJ
- R. Board Review - Coordinator of Science K-8 (Deletion) File: CGD
- S. Board Review - Coordinator of Social Studies K-8 (Deletion) File: CGG

Continued .....

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - JUNE 12, 2012

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**POLICY**

**\*\*Copy of Polices in Agenda Book\*\***

- T. Board Review-Administrative Reports (Deletion) File: CL
- U. Board Review-Annual Budget (Deletion) File: DB
- V. Board Review-Fiscal Year (Deletion) File: DBB
- W. Board Review-Budgetary Appropriations Increases (Deletion) File DBDK
- X. Board Review-Dissemination of Budget Recommendations (Deletion) File: DBF.
- Y. Board Review-Budget Hearings and Reviews (Deletion) File: DBG
- Z. Board Review-Registration of Voters (Deletion) File: DBHA
- AA. Board Review-Financial Computer Control (Deletion) File: DC
- BB. Board Review-Funding Proposals and Applications (Deletion) File: DD
- CC. Board Review-Revenues from Tax Sources (Deletion) File: DE
- DD. Board Review-Revenues from State Tax Sources (Deletion) File: DEB
- EE. Board Review-Use of Surplus Funds (Deletion) File: DFAA
- FF. Board Review-Revenues from School Owned Real Estate (Deletion) File: DFB
- GG. Board Review-Free Admissions (Deletion) File: DFEA
- HH. Board Review-Authorized Signatures (Deletion) File: DGA
- II. Board Review-Bonded Employees and Officers (Deletion) File: DH
- JJ. Board Review-Fiscal Accounting and Reporting (Deletion) File: DI
- KK. Board Review-Accounting System (Deletion) File: DIA

Continued.....

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - JUNE 12, 2012

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**POLICY**

**\*\*Copy of Polices in Agenda Book\*\***

LL. Board Review-Financial Reports and Statements (Deletion) File: DIC

MM. Board Review-Internal Audit Function (Deletion) File: DIF

NN. Board Review-Local Purchasing (Deletion) File: DJD

OO. Board Review-Cooperative Purchasing (Deletion) File: DJE

PP. Board Review-Sales Calls and Demonstrations (Deletion) File: DJGA

QQ. Board Review-Payment Procedures (Deletion) File: DK

RR. Board Review-Payday Schedule (Deletion) File: DLA

SS. Board Review-Salary Deductions (Deletion) File: DLB


# WEST BABYLON UNION FREE SCHOOL DISTRICT

Dominick R. Palma, Ph.D.  
Assistant Superintendent  
10 Farmingdale Road  
West Babylon, NY 11704-6289

Telephone (631) 376-7020  
Fax (631) 376-7019

## MEMORANDUM

**TO:** Anthony Cacciola, Superintendent of Schools

**FROM:** Dominick R. Palma, Ph.D., Assistant Superintendent for Curriculum & Student Services 

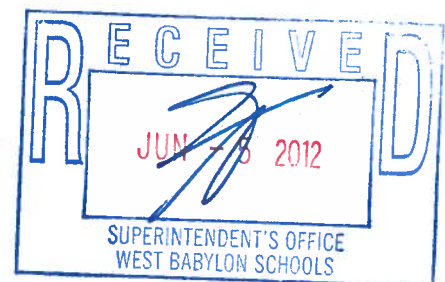
**DATE:** June 5, 2012

**RE:** Board of Education Agenda Items for June 12, 2012 Board Policies

<b>File: 1050</b>	Annual District Election and Budget Vote (First Time Reading)
<b>File: 2260</b>	Advisory Committees to the Board (First Time Reading)
<b>File: 2342</b>	Agenda Preparation and Dissemination (First Time Reading)
<b>File: 5280</b>	Interscholastic Athletics (First Time Reading)
<b>File: 5500</b>	Student Records (First Time Reading)
<b>File: 6700</b>	Purchasing (First Time Reading)
<b>File: 8110</b>	School Building Safety (First Time Reading)
<b>File: 4532</b>	Volunteers (Third Time Adoption)
<b>File: 5500-R</b>	Student Records Regulations (Revision)

The following policies will be deleted because they are either obsolete, law or, incorporated into the new policy book.

<b>File: BBD</b>	Board Member Removal from Office
<b>File: BBFE</b>	Principles for School Board Members
<b>File: BCD</b>	Board-Superintendent Relationship
<b>File: BCE</b>	Board Committees
<b>File: BCE-R</b>	Board Committees - Regulations
<b>File: BDDD</b>	Quorum
<b>File: BG (also GBD)</b>	Board-Staff Communications
<b>File: BJ</b>	School Board Memberships
<b>File: CGD</b>	Coordinator of Science, K-8
<b>File: CGG</b>	Coordinator of Social Studies, K-8
<b>File: CL</b>	Administrative Reports
<b>File: DB</b>	Annual Budget
<b>File: DBB</b>	Fiscal Year
<b>File: DBDK</b>	Budgetary Appropriations Increases
<b>File: DBF</b>	Dissemination of Budget Recommendations



<b>File: DBG</b>	Budget Hearings and Reviews
<b>File: DBHA</b>	Registration of Voters
<b>File: DC</b>	Financial Computer Control
<b>File: DD</b>	Funding Proposals and Applications
<b>File: DE</b>	Revenues from Tax Sources
<b>File: DEB</b>	Revenues from State Tax Sources
<b>File: DFAA</b>	Use of Surplus Funds
<b>File: DFB</b>	Revenues from School Owned Real Estate
<b>File: DFEA</b>	Free Admissions
<b>File: DGA</b>	Authorized Signatures
<b>File: DH</b>	Bonded Employees and Officers
<b>File: DI</b>	Fiscal Accounting and Reporting
<b>File: DIA</b>	Accounting System
<b>File: DIC</b>	Financial Reports and Statements
<b>File: DIF</b>	Internal Audit Function
<b>File: DJD</b>	Local Purchasing
<b>File: DJE</b>	Cooperative Purchasing
<b>File: DJGA</b>	Sales Calls and Demonstrations
<b>File: DK</b>	Payment Procedures
<b>File: DLA</b>	Payday Schedule
<b>File: DLB</b>	Salary Deductions

Please include the aforementioned policies on the June 12, 2012, Board of Education meeting agenda for Board of Education review/revision.

DRP:aej



**ANNUAL DISTRICT ELECTION AND BUDGET VOTE**

The district shall hold an annual meeting and election at which the district's authorized voters will elect members of the Board of Education and vote on the district budget for the coming school year. The annual district meeting and election will be held on the third Tuesday in May, unless due to a conflict with religious observance, the Board requests that the Commissioner approve changing the election date to the second Tuesday in May. The request is due to the Commissioner by March 1<sup>st</sup>. *The school district shall be divided into two election districts with voting machines to be used in each district. The vote on the budget or any other proposition shall take place in accordance with law.*

The District Clerk shall publish a notice of the time and place of the annual meeting and election at least four times within the seven weeks prior to the meeting, in two newspapers having general circulation within the district. The first publication of the notice shall be at least 45 days prior to the meeting. The notice shall also contain notice of any other matter required by law.

Copies of the budget to be voted upon at the annual meeting election will be available in each district school building for district residents upon request at the time of the annual meeting and election and 14 days (other than Saturday, Sunday and holidays) as well as on the school district's website [www.wbschools.org](http://www.wbschools.org) prior to the meeting.

The Board shall appoint assistant clerks and election inspectors necessary for the annual meeting and election at a Board meeting held before the annual meeting and election.

**Propositions**

The Board has the authority, under the Education Law, to adopt reasonable rules and regulations concerning the submission of petitions to the Board to place propositions on the ballot which may amend the budget. Pursuant to those provisions, the Board establishes the following guidelines:

1. Unless otherwise provided by the Education Law, petitions for the submission of a proposition must contain a minimum 25 signatures of qualified voters of the district or 2 percent of the eligible voters who voted in the previous annual election of the members of the Board of Education, whichever is greater.
2. Petitions must be filed with the District Clerk at least 30 days prior to the annual meeting, except for petitions relating to a proposition which must be included in the notice of the annual meeting (e.g., changing the number of board members). Such petitions must be submitted 60 days in advance of the annual meeting to facilitate the preparation and printing of the ballots.
3. Propositions must include the specific appropriations necessary for the purposes listed.
4. Wording of a petition must comply with legal requirements. If the wording does not comply, it may be changed or altered by the Board, or the Board may reject a petition for failure to comply.

Propositions received in accordance with these specifications will be placed on the ballot as amendments and will be voted upon by the voters in the same manner as the proposed budget, except that the Board shall not be required to place any proposition on the ballot which is within the exclusive province of the Board, or otherwise forbidden by law. No proposition involving the budget may be submitted to the voters more than twice.

The Board may also, on its own motion, submit propositions.

**Ref:** Education Law §§416(3); 1608(2); 1716(2) 1804(4); 1906(1); 2002(1); 2003(1)(2); 2004(1)-(7); 2009; 2021; 2022(1), (4)-(5); 2035(2); 2601-a(2)  
General Construction Law §60  
Matter of Hebel, 34 EDR 319 (1994)  
Matter of Martin, 32 EDR 567 (1993)  
Matter of Como, 30 EDR 214 (1990)

Adoption date: 12/08/2009

**Advisory Committees to the Board**

2260

The Board of Education recognizes that it can beneficially utilize the talents, resources, and interests available among district residents to assist in developing the programs needed for the maintenance of a quality educational program in the schools of the district. To that end, the Board shall, at its discretion and in accordance with state law and regulation, appoint Citizens Advisory Committees of representative residents of the district to meet with the Board to provide advice and reaction about important matters before the Board which may have special significance for the community.

Each citizens committee organized by the Board shall be appointed and discharged by official Board resolutions. Resolutions appointing such committees shall state specifically the scope of the work of the committee. Committees will be instructed as to the length of time each member is being asked to serve; the service the Board wishes rendered; and the resource the Board intends to provide. Each committee will be instructed as to the relationship it has to the Board, to individual Board members, and to the Superintendent and professional staff.

Appointments to Citizens Advisory Committees shall be on the basis of interest, experience, expertise, and concern. No one shall be appointed as a representative of a specific group or area, unless it is the express purpose of the Board to have all areas of the community represented, in which case the Board will, in its own discretion, appoint representative members of every such group or area. The Board shall make every effort to form a committee that is representative of the entire community.

Committees shall report all suggestions and recommendations to the Board and Superintendent of Schools prior to public release. Final reports shall be delivered to the Board at a meeting scheduled by the Board to receive the report.

The Board may accept, reject, or return committee recommendations for further study. Any action stemming from committee reports is the responsibility of the Board. Publicity, or the release of information, concerning committee findings shall be the responsibility and the prerogative of the Board. Advisory committees shall be discontinued upon completion of their assignment(s).

*The President of the Board may, from time to time, establish committees whose membership will consist of members of the Board. The President of the Board shall serve as an ex-officio member of all committees. Board committees shall undertake studies and make reports as charged by the Board, but shall not act on behalf of the Board.*

*The President of the Board may establish standing or ad hoc committees and may terminate any committees at any time.*

**Replaces in whole or in part former policy BCF and BCE**

Ref: Education Law §§4402; 4601  
8 NYCRR §135.3(2)

Adopted: 12/08/2009

**AGENDA PREPARATION AND DISSEMINATION**

The Superintendent of Schools, in consultation with the Board President, shall prepare the agenda for each board meeting according to the order of business, to facilitate orderly and efficient meetings, and to allow board members sufficient preparation time.

Items of business may be suggested by any Board member, district employee, parent, student, or other member of the public, and must relate directly to district business. The inclusion of items suggested by Board members, district employees, parents, students, or other members of the public shall be at the discretion of the Superintendent, in consultation with the Board President.

Persons suggesting items of business must submit the item to the Superintendent according to the agenda preparation schedule. Items will not be added to the agenda later than these time periods, unless the item is of an emergency nature and authorized by the Superintendent in consultation with the Board President.

The agenda shall specify whether the item is an action item, a consent item, a discussion item or an information item.

The agenda and any supporting materials will be distributed to all board members 5 days before the meeting if possible, to permit careful consideration of items of business. The agenda *and any supporting material to be discussed at the board meeting that is permissible to be released to the public will be posted on the district's website, to the extent practicable*, in advance of the meeting. The agenda will also be available in the District Clerk's office to anyone who requests a copy.

The District Clerk shall be responsible for ensuring that the agenda is available to the public.

Cross-ref: 2350, Board Meeting Procedures

**Replaces in whole or in part former policy BDDC**

Adopted: 12/08/2009

**INTERSCHOLASTIC ATHLETICS**

*Interscholastic athletics for boys and girls is an integral and desirable part of the district's secondary school educational program. Individual and team sports shall be based upon comprehensive physical education instruction and intramural activities, seeking broad participation from all eligible secondary students. Lifetime or carry-over sports are to be particularly encouraged and supported. Parity in the number and kind of sports activities for girls and boys is a clear objective of the district.*

*Student eligibility for participation on interscholastic teams shall include:*

- 1. authorization by the school physician;*
- 2. written parent or guardian consent (the written consent will contain information for parents on mild traumatic brain injury (TBI) and will provide a link to the State Education Department's web page on TBI); and*
- 3. endorsement by the Building Principal based on established rules and various league and State Education Department regulations.*

*Although the district will take reasonable care to protect student athletes, students may still sustain injuries. In order to most effectively ensure student safety, open communication between students, parents and coaches about the child's medical condition is critical. Coaches, and other appropriate staff, will receive guidance and training regarding recognition of injury and removal of the student athlete from play in the event of injury. Parents and/or students are expected to report injuries so that student health can be protected.*

*In the case of a suspected or actual head injury, a student must be removed from play immediately. In order to resume participation following injury, including head injury, the student needs to receive medical clearance. The Superintendent, in consultation with appropriate district staff, including the school physician, will develop regulations and procedures to guide the process of return to play.*

*In recognition of the importance of appropriately managing head injuries, the Board authorizes the creation of a Concussion Management Team (CMT). The CMT will be comprised of [insert all applicable titles: the athletic director, a school nurse, the school physician, a coach of an interscholastic team, an athletic trainer] and other appropriate personnel designated by the Superintendent. The CMT is charged with overseeing compliance with state training requirements, developing guidelines for use by coaches and physical education teachers and developing information for distribution to parents and students.*

Cross-ref: 5420, Student Health Services

Ref: Education Law §§ 305(42), 1709 (8-a); 3001-b  
8 NYCRR §§135.4, 136.5  
*Santa Fe Indep. Sch. Dist. V. Doe*, 520 U.S. 290 (2000) (constitutionality of student-led prayers at interscholastic athletic activities)  
*Concussion Management Support Materials*, [www.nysphsaa.org](http://www.nysphsaa.org)

Adoption date:

**STUDENT RECORDS**

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, the Board will ensure that eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. The procedures for ensuring these rights shall be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the district's student records in accordance with Schedule ED-1 as adopted by the Board in policy 1120.

The district will use reasonable methods to provide access to student educational records only to those authorized under the law and to authenticate the identity of the requestor.

The Superintendent of Schools shall be responsible for ensuring that all requirements under law and the Commissioner's regulations are carried out by the district.

**Definitions**

**Education Record:** means those records, in any format, directly related to the student and maintained by the district or by a party acting on behalf of the district, except:

- (a) records in the sole possession of the individual who made it and not accessible or revealed to any other person except a substitute;
- (b) records of the district's law enforcement unit;
- (c) records of treatment created or maintained by a physician, psychiatrist, psychologist or other professional/paraprofessional acting that capacity.

**Eligible student:** a student who has reached the age of 18 or is attending postsecondary school.

**Legitimate educational interest:** a school official has a legitimate educational interest if they need to review a student's record in order to fulfill his or her professional responsibilities.

**Personally identifiable information:** is information that would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Such data might include social security number, student identification number, parents' name and/or address, a biometric record, etc.

**School official:** a person who has a legitimate education interest in a student record who is employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a member of the Board of Education; a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing his or her tasks.

**Annual Notification**

At the beginning of each school year, the district will publish a notification that informs parents, guardians and eligible students currently in attendance of their rights under FERPA and the procedures for exercising those rights. This notice may be published in a newspaper, handbook or other school bulletin or publication. This notice will also be provided to parents, guardians, and eligible students who enroll during the school year.

The notice will include a statement that the parent/guardian or eligible student has a right to:

1. inspect and review the student's education records;
2. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;



3. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
4. file a complaint with the United States Department of Education alleging failure of the district to comply with FERPA and its regulations.

The annual notice will inform parents/guardians and eligible students:

1. that it is the district's policy to disclose personally identifiable information from student records, without consent, to other school officials within the district whom the district has determined to have legitimate educational interests.
2. that, upon request, the district will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled.
3. that, upon request, the district will disclose a high school student's name, address and telephone number to military recruiters and institutions of higher learning unless the parents or eligible student exercise their right to prohibit release of the information without prior written consent.
4. of the procedure for exercising the right to inspect, review and request amendment of student records.

The district will provide translations of this notice, where necessary, to parents, guardians and eligible students in their native language or dominant mode of communication.

In the absence of the parent or eligible student exercising their right to opt out of the release of information to the military, the district is required to, under federal law, release the information indicated in number three (3) above.

#### Directory Information

The district has the option under FERPA of designating certain categories of student information as "directory information." The Board directs that "directory information" include; student's name, [address, telephone number], date of birth, place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, grade level photograph, [e-mail address] and enrollment status.

Social security numbers, student identification numbers or other personally identifiable information will not be considered directory information.

Once the proper FERPA notification is given by the district, a parent/guardian or eligible student will have 14 days to notify the district of any objections they have to any of the "directory information" designations. If no objection is received, the district may release this information without prior approval of the parent/guardian or eligible student for the release. Once the eligible student or parent/guardian provides the "opt-out," it will remain in effect after the student is no longer enrolled in the school district.

The district may elect to provide a single notice regarding both directory information and information disclosed to military recruiters.

Cross-ref: 1120, School District Records, 4321, Programs for Students with Disabilities Under IDEA and Part 89 and 5550, Student Privacy

Ref: Family Educational Rights and Privacy Act, 20 USC 1232g; 34 CFR Part 99  
No Child Left Behind Act, 20 USC §7908 10 USC §503 as amended by §544 of the National Defense Reauthorization Act for FY 2002 Education Law § 225, Public Officers Law §87(2)(a)  
Arts and Cultural Affairs Law, Article 57-A (Local Government Records Law)  
8 NYCRR 185.12 (Appendix I) Records Retention and Disposition, Schedule ED-1 for Use by School Districts and BOCES

Replaces former policies JO, JOA and JOA-R

Adoption date: 10/25/11

## PURCHASING

The Board of Education views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing will be centralized in the business office under the general supervision of the Executive Director for Finance and Operations designated by the Board.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law. The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

In accordance with law, the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term "alternative format" shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the district (or program of a BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

The Board is also aware of the need to reduce exposure of students and staff to potentially harmful chemicals and substances used in cleaning and maintenance. In accordance with law, regulation and guidelines set forth by the Office of General Services (OGS), the district will purchase and utilize environmentally sensitive cleaning and maintenance products in its facilities whenever feasible. Cleansers purchased must, first and foremost, be effective so that the district may continue to purchase non-green products as necessary. Environmentally sensitive cleaning and maintenance products will be procured in accordance with standard purchasing procedures as outlined in this policy and regulation.

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, except for procurements:

1. under a county contract;
2. under a state contract;
3. under a BOCES contract;
4. of articles manufactured in state correctional institutions; or
5. from agencies for the blind and severely disabled.

The district's purchasing activity will strive to meet the following objectives:

1. to effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Executive Director for Finance and Operations in conformance with state law and regulation and in cooperation with the requisitioning authority. The educational and physical welfare of the students is the foremost consideration in making any purchase;
3. to ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the district;

6700 (cont'd)

4. to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
5. to ensure, through the use of proper internal controls, that loss and/or diversion of district property is prevented.

Opportunities shall be provided to all responsible suppliers to do business with the school district. Suppliers whose place of business is situated within the district may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality and other factors. Purchases will be made through available cooperative BOCES bids, state contracts of the Office of General Services or county contracts whenever such purchases are in the best interests of the district. In addition, the district will make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

The district will provide justification and documentation of any contract awarded to an bidder other than the lowest responsible dollar bidder, setting forth the reasons why such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law.

The Executive Director for Finance and Operations will not be required to secure alternative proposals or quotations for:

1. emergencies where time is a crucial factor;
2. procurements for which there is no possibility of competition (sole source items); or
3. very small procurements when solicitations of competition would not be cost-effective.

The Superintendent of Schools, with the assistance of the Executive Director for Finance and Operations, shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the district. Such procedures shall comply with all applicable laws and regulations of the state and the Commissioner of Education.

No Board member, officer or employee of the school district shall have an interest in any contract entered into by the Board or the district, as provided in Article 18 of the General Municipal Law.

Comments will be solicited from those administrators involved in the procurement process before enactment of the district's policies regarding purchasing and from time to time thereafter. The policies must then be adopted by Board resolution. All district policies regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the district's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the district or any officer or employee of the district.

### ***Cooperative Purchasing***

*The district shall, when practical and feasible, cooperate with other school districts or political subdivisions in issuing joint bids for cooperative purchasing. The purpose of this practice is to obtain goods and services at the lowest possible cost.*

*The Superintendent shall inform the Board when such joint bids are developed.*

### **Legal Reference:**

General Municipal Law 119

Ref: Education Law §§305(14); 409-i; 1604(29-a); 1709(4-a)(9)(14)(22); 2503(7-a); 2554(7-a)

General Municipal Law §§102; 103; 104-b; 109-a; 800 et seq.

State Finance Law 163-b

Adoption date:



## SCHOOL BUILDING SAFETY

The Board of Education recognizes that a safe, secure and healthy school environment is necessary to promote effective learning. The Board is committed to ensuring that all school buildings are properly maintained and preserved to provide a suitable educational setting.

Consistent with the requirements of state law and regulations, the Board will:

1. Appoint a Health and Safety Committee composed of representation from district administration, school staff, bargaining units and parents that shall participate in monitoring the condition of occupied school buildings to assure that they are safe and maintained in a state of good repair.
2. Review and approve all annual building inspections and building condition surveys.
3. Take immediate action to remedy serious conditions in school buildings affecting health and safety and report such conditions to the Commissioner of Education.
4. Annually review the facilities section of the school district report card for each building and report in a public meeting on the status of each item contained in that section of the report card. The report card shall provide information on a building's age, size enrollment, useful life, safety rating, visual inspection and building condition survey results and other items prescribed by the Commissioner. ]

The Superintendent of Schools shall be responsible for the development of procedures for investigating and resolving complaints related to the health and safety issues in the district's buildings consistent with requirements of state law and regulations.

Cross-Ref.: 7100, Facilities Planning  
7365, Construction Safety  
8112, Health and Safety Committee  
8220, Buildings and Grounds Maintenance and Inspection

Ref.: Education Law §§ 409-d (Comprehensive Public School Building Safety Program);  
409-e (Uniform Code of Public School Buildings Inspection, Safety Rating and Monitoring)  
8 NYCRR Part 155 (Educational Facilities)  
9 NYCRR Parts 600-1250 (Uniform Fire Prevention and Building Code)

Adoption date: 11/21/11

DRAFT

## **SCHOOL VOLUNTEERS**

The Board of Education recognizes that the use of volunteers strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens, and can assist district employees in providing more individualized and enriched opportunities in instruction. The Board encourages volunteers from all backgrounds and age groups who are willing to share their time, training, experience or personal characteristics to benefit the students of the district.

Volunteers may be involved in many facets of school operations, from mentor/tutor relationships to clerical tasks. Volunteers shall not be used to provide transportation for school-sponsored activities.

The following provisions apply to athletic programs:

There will be no volunteer head coaches. Volunteer assistant coaches must meet the same criteria as head coaches.

No volunteer shall be permitted to have unsupervised direct contact with students.

School personnel who are responsible for tasks or projects that involve the use of volunteers shall identify appropriate tasks and time schedules for such volunteer activities, as well as make provisions for adequate supervision and evaluation.

All volunteers are required to act in accordance with district policies, regulations and school rules. Any staff member who supervises volunteers may ask any volunteer who violates district policies, regulations or school rules to leave school grounds. A volunteer may be dismissed at the discretion of the Superintendent and/or the Board of Education.

Each Building Principal shall be responsible for maintaining a current and complete list of all active volunteers and their assignments.

Adoption date: 11/9/10

**STUDENT RECORDS REGULATION**

It is recognized that the confidentiality of student records must be maintained. The terms used in this regulation are defined in the accompanying policy. The following necessary procedures have been adopted to protect the confidentiality of student records.

**Section 1.** Pursuant to the Family Educational Rights and Privacy Act (FERPA) it shall be the policy of this school district to permit parents/guardians and “eligible students” to inspect and review any and all official records, files and data directly related to that student, including all materials that are incorporated into each student's cumulative record folder.

The rights created by FERPA transfer from the parents/guardians to the student once the student attains eligible student status. However, districts can disclose information to parents of eligible students under certain circumstances, including when the student is a dependent under the IRS tax code, when the student has violated a law or the school's rules regarding alcohol or substance abuse (and the student is under 21); when the information is needed to protect the health or safety of the student or other individuals.

**Section 2.** Parents/guardians or the eligible student will have an opportunity for a hearing to challenge the content of the student's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

**Section 3.** A letter shall be sent annually to parents/guardians of students currently in attendance and eligible students currently in attendance informing them of their rights pursuant to FERPA. See Exhibit 5500-E.1. The district shall provide translations of this notice, where necessary, to parents/guardians and eligible students in their native language or dominant mode of communication. (See Policy 5500 for further information on the notice requirements.)

**Section 4.** To implement the rights provided for in sections 1 and 2, the following procedures are adopted:

1. A parent/guardian or an eligible student who wishes to inspect and review student records shall make a request for access to the student's school records, in writing, to the Building Principal. Upon receipt of such request, arrangements shall be made to provide access to such records within 45 days after the request has been received. If the record to which access is sought contains information on more than one student, the parent/guardian or eligible student will be allowed to inspect and review only the specific information about the student on whose behalf access is sought.
2. A parent/guardian or an eligible student who wishes to challenge the contents of the student's school records shall submit a request, in writing, to the Building Principal identifying the record or records which they believe to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student together with a statement of the reasons for their challenge to the record.
3. Upon receipt of a written challenge, the Building Principal shall provide a written response indicating either that he/she:
  - a. finds the challenged record inaccurate, misleading or otherwise in violation of the student's rights and that the record will be corrected or deleted; or
  - b. finds no basis for correcting or deleting the record in question, but that the parent/guardian or eligible student will be given an opportunity for a hearing. The written response by the Building Principal shall be provided to the parent/guardian or eligible student within 14 days after receipt of the written challenge. The response shall also outline the procedures to be followed with respect to a hearing regarding the request for amendment.

4. Within 14 days of receipt of the response from the Building Principal, a parent/guardian or eligible student may request, in writing, that a hearing be held to review the determination of the Building Principal.
5. The hearing shall be held within 10 days after the request for the hearing has been received. The hearing will be held by the Superintendent of Schools, unless the Superintendent has a direct interest in the outcome of the hearing, in which case the Superintendent will designate another individual who does not have a direct interest in the outcome of the hearing to hold the hearing.
6. The parent/guardian or eligible student shall be given a full and fair opportunity to present evidence at the hearing. The parent/guardian or eligible student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.
7. The Superintendent or other individual designated by the Superintendent will make a decision in writing within 14 days after the hearing.
8. After the hearing, if the Superintendent or the individual designated by the Superintendent decides not to amend the record, the district will inform the parent/guardian or eligible student that they have the right to place a statement in the record commenting on the contested information or stating why he/she disagrees with the decision of the district. Any statement placed in the record will be maintained with the contested part of the student record for as long as the record is maintained. Further, the statement will be disclosed by the district whenever it discloses the portion of the record to which the statement relates.

**Section 5.** Except to the extent that FERPA authorizes disclosure of student records without consent, student records, and any material contained therein which is personally identifiable, are confidential and will not be released or made available to persons other than parents/guardians or eligible students without the prior written consent of the parents/guardians or eligible student.

Exceptions to FERPA's prior consent requirement include, but are not limited to disclosure:

1. To other school officials within the district who have been determined to have legitimate educational interests.
2. To officials of another school, school system or post secondary institution where the student seeks or intends to enroll.
3. To authorized representatives of the Comptroller General of the United States, the U.S. Secretary of Education, or state and local education authorities in connection with an audit or evaluation of a federal- or state-supported education program or in compliance with legal requirements related to those programs.
4. In connection with the student's application for or receipt of financial aid.
5. To state and local officials or authorities in compliance with state law that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are being released.
6. To organizations conducting studies for, or on behalf of, education agencies or institutions, in order to develop tests, administer student aid, or improve instruction.
7. To accrediting organizations to carry out their accrediting functions.
8. To parents of a dependent student, as defined by the Internal Revenue Code.
9. To comply with a judicial order or lawfully issued subpoena, including ex parte court orders under the USA Patriot Act. Prior to complying with a judicial order or subpoena, the district will make a reasonable effort to notify the parent/guardian or eligible student, unless the district has been ordered not to disclose the existence or content of the order or subpoena.

10. In connection with a health or safety emergency, the district will disclose information when, taking into account the totality of circumstances, a determination is made that there is an articulate and significant threat to the health or safety of the student or other individuals.
11. To teachers and school officials in other schools who have legitimate educational interests in the behavior or the student when the information concerns disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
12. To provide information that the district has designated as "directory information."
13. To provide information from the school's law enforcement unit records.

The District will use reasonable methods to provide access to student educational records to only those authorized under the law and to authenticate the identity of the requestor. The district will use an array of methods to protect records, including physical controls (such as locked cabinets), technological controls (such as role-based access controls for electronic records), and administrative procedures.

**Section 6.** Whenever a student record or any material contained therein is to be made available to third persons, other than those covered by the exceptions authorized by FERPA, the parent/guardian or eligible student must file a written consent to such action. The written consent must specify the records to be released, the reasons for such release, and to whom. If the parent or eligible student so requests, the district will provide him or her with a copy of the records disclosed. In addition, if the parent of a student who is not an eligible student so requests, the district will provide the student with a copy of the records disclosed.

**Section 7.** Unless specifically exempted by FERPA, all persons requesting access to such records will be required to sign a written form which indicates the legitimate educational interest that such person has in inspecting the records. Such form will be kept with the student's file and will be maintained with the student's file as long as the file is maintained.

#### **Retention and Disposition of Student Records**

The Board has adopted the Records Retention and Disposition Schedule ED-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, which contains the legal minimum retention periods for district records. The Board directs all district officials to adhere to the schedule and all other relevant laws in retaining and disposing of student records. In accordance with Article 57-A, the district will dispose of only those records described in the schedule after they have met the minimum retention periods set forth in the schedule. The district will dispose of only those records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods.

Promulgated: 10/25/11

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)  
NOTICE REGARDING ACCESS TO STUDENT RECORDS AND STUDENT INFORMATION**

Dear Parent or Eligible Student:

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred to in the law as "eligible students") the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the Building Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the Principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue SW  
Washington, DC 20202-4605



**NOTIFICATION OF DIRECTORY INFORMATION DESIGNATIONS**

In addition to the rights outlined above, FERPA also gives the school district the option of designating certain categories of student information as "directory information." Directory information includes a student's name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address, and class roster.

You may object to the release of any or all of this "directory information." However, you must do so in writing within 10 business days of receiving this notice. If we do not receive a written objection, we will be authorized to release this information without your consent. For your convenience, you may note your objections to the release of directory information on the enclosed form and return it to the Building Principal.

Sincerely,  
{Insert Building Principal's Name Here}

5500-E.2

**SAMPLE FORM**

Dear Parent or Eligible Student:

The school district has designated certain categories of student information as "directory information." Directory information includes a student's name, [address, telephone number], date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, [e-mail address], and class roster.

If you object to the release of any or all of the directory information listed above, you must do so in writing within 10 business days of receiving this notice. For your convenience, you may note your objections to the release of directory information on this form and return it to the Building Principal.

Please do not release directory information without my prior consent.

\_\_\_\_\_  
(Parent/Guardian or Eligible Student Signature)

\_\_\_\_\_  
(Date)

5500-E.3

Dear Parent or Eligible Student:

Pursuant to the No Child Left Behind Act, the school district must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students. The district must also notify parents of their right and the right of their child to request that the district not release such information without prior written parental consent.

Parents (or students 18 years of age or older) wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and/or institutions of higher learning must sign and return the attached form to the Building Principal by {Insert Date of Return Here}

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**SAMPLE RETURN FORM**

Reservation of Consent for the Release of Certain Student Information under the No Child Left Behind Act

\_\_\_\_\_ Please do not release the name, address and telephone number of

\_\_\_\_\_ to:

(Name of student)

\_\_\_\_\_ Military recruiters and/or

\_\_\_\_\_ Institutions of higher learning

\_\_\_\_\_  
(Parent/Guardian or Eligible Student Signature)

\_\_\_\_\_  
(Date)



DRAFT

Board Deletion 6/12/12

**Board Member Removal from Office**

**File: BBD**

A school board trustee may be removed from office for willful violation, neglect of duty, or willful disobedience of any decision, order, or regulation of the Commissioner of Education, upon a hearing before the Commissioner of Education. In addition, Boards have the power to remove members for official misconduct.

Legal References:

Education Law § 306, 1706, 1709(18), 2103(2), 2553(8), 2590-c(20)  
217, 2590-g(13) (14), 2590-1, 3811

Public Officers Law § 35

"Matter of Board of Education of West Babylon UFSD", EDR 41(1981)

Adopted: 12/10/90

Reviewed: 5/13/02

**Principles for School Board Members**

**File: BBFE**

A school Board member, operating under the highest ethical standards, should:

- 1] Assure the opportunity for high-quality education for every student.
- 2] Observe state and federal laws and regulations pertaining to education.
- 3] Accept office as a Board member as a means of unselfish service.
- 4] Take official actions only in public sessions.
- 5] Represent the entire community without fear or favor.
- 6] Remember at all times the Board member is one of an educational team.
- 7] Maintain confidentiality of privileged information.
- 8] Recognize that the strength of a school Board is as a Board, not as individuals.
- 9] Delegate authority to the chief school administrator as the Board executive and confine Board action to policy making, planning and appraisal.
- 10] Employ only competent, trained personnel.
- 11] Preserve the obligation of having controversial issues presented fairly and without bias.
- 12] Instill respect toward our country and all people.

Adopted: 10/29/73 [NYS School Boards Association Annual Meeting]  
Reviewed: 4/24/90  
Reviewed: 1/10/94  
Reviewed: 9/24/07

**DRAFT**

**Board-Superintendent Relationship**

**File: BCD**

The Board intends that its relationship with the Superintendent of Schools be harmonious and professional. While both the Board and the Superintendent strive to provide an educational program of the highest caliber in the most efficient manner possible, some disagreements are inevitable. Such disagreements will be resolved, to the extent possible, by reasoned discussion among the Superintendent and the trustees of the Board.

The Board believes that the development and adoption of policies is the most important function of a school board and that the execution of the policies is the function of the Superintendent.

Delegation of the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the guidelines established by Board policy and frees the Board to devote its time to policy development and evaluation.

The Board holds the Superintendent responsible for the administration of its policies, the execution of Board decisions, the day-to-day operation of the school programs, and for keeping the Board informed about school operations and problems.

**Legal References:**

Education Law, § 1711, 1953, 2566

Adopted: 12/10/90  
Reviewed: 05/28/96

DRAFT

Board Deletion 6/12/12  
Incorporated into policy #2260

**Board Committees**

**File: BCE**

The President of the Board may, from time to time, establish committees whose membership will consist of members of the Board. The President of the Board shall serve as an ex-officio member of all committees. Board committees shall undertake studies and make reports as charged by the Board, but shall not act on behalf of the Board.

The President of the Board may establish standing or ad hoc committees and may terminate any committees at any time.

**Legal Reference:**

Education Law, Section 1708

Adopted: 12/17/90

Reviewed: 07/10/95

Reviewed: 09/28/98

DRAFT

Board Deletion 6/12/12

**BOE Regulations: Board Committees**

**File: BCE-R**

The Board of Education may at its discretion establish committees to undertake a specific task or tasks in relation to the Board's activities. Committees may be formed as standing committees or as special committees on an ad hoc basis.

**Standing Committees:**

Subsequent to the Board's annual reorganization meeting, the Board President may establish standing committees, appoint one to three trustees to each committee and designate the chairperson. The following standing committee is established for 1998/99:

Education/Curriculum

The Ad Hoc committees for 1998/99 are:

1. High School Auditorium renovations
2. Elementary schools' extensions
3. Science Labs, 7-12

The committees will report to the Board regularly. The committees may also recommend action to the Board, but no recommendation is binding until there is a majority vote of the whole Board in support. The Board may not delegate its right to act to committees.

**Special Committees:**

Special committees are formed for a specific task, and terminate upon the completion of the assignment or upon a vote of the Board at any time.

**Committees Required by Law:**

In union free and central school districts, Education Law requires visitation committees to visit every school or department under the Board's jurisdiction at least once annually, and to report on their visit at the next Board meeting.

Legal Reference:

Education Law, Section 1708

Promulgated: 12/17/90

Reviewed: 10/13/98

DRAFT

Deletion 6/12/12

**Quorum**

**File: BDDD**

A majority of members of the Board shall constitute a quorum at any meeting of the Board.

Legal Reference:

Education Law § 1708

Adopted: 5/25/71  
Reviewed: 6/19/90  
12/13/93  
11/24/03

**DRAFT**

**Board-Staff Communications**

**File: BG (also GBD)**

Every effort will be made to keep all employees fully informed of school policies and programs in order to enable them to work most effectively.

Adopted: 1969  
Reviewed: 05/28/96  
Reviewed: 11/26/01  
Reviewed: 12/6/04

DRAFT

Deletion 6/12/12

**Board-Staff Communications**

**File: GBD (also BG)**

Every effort will be made to keep all employees fully informed of school policies and programs in order to enable them to work most effectively.

Adopted: 1969  
Reviewed: 12/6/04



DRAFT

Board Deletion 6/12/12

**School Board Memberships**

**File: BJ**

The Board of Education may maintain appropriate membership in school boards associations and other educational organizations for the benefits that can be derived for the district. At its annual meeting, the Board may authorize renewal of its memberships in school boards associations and other educational organizations.

Adopted: 2/11/91

Reviewed: 9/27/06

Legal References:

Education Law, Section 1618

Opinion of Counsel, 5 EDR 232 (1965)

Opinion of Comptroller, No. 81-255 (1981)

## Coordinator of Science, K-8

File: CGD

The Coordinator of Science, K-8, provides supervision in the development and implementation of a unified program and staff development plans for science instructors.

### **RESPONSIBILITIES:**

In addition to teaching two secondary classes or the equivalent, the Coordinator supervises science teaching staff at the junior high school, conducts program evaluations and coordinates instruction in grades K-8, works with the elementary principals in the synergetic supervision process, recommends budget allocations, serves in the cabinet of the Junior High School Principal and reports to the Assistant Superintendent for Curriculum and Student Services.

- A. **To ensure the scope and sequence of the instructional program.**
1. Provide for continuity of science instruction in grades K-8.
  2. Report to the building principals on the progress of science instruction in each building.
  3. Conduct periodic monitoring and evaluation of programs.
  4. Analyze trends, research and articulation between district programs and the state curriculum.
  5. Visit and observe classes.
  6. Participate in the annual review of non-tenured teachers of science.
  7. Conduct program evaluations.
  8. Coordinate and supervise annual science fairs for all 4-8 grade students.
- B. **To develop curriculum and involve staff in the planning process.**
1. Coordinate the work of staff members in science instruction working with principals and the Assistant Superintendent.
  2. Collect, organize and disseminate survey data and state education department reports.
  3. Represent the district at cooperative service programs.
  4. Build a cohesive and cooperative team spirit between primary and intermediate science mentors.
  5. Lead timely review and revision of curriculum that is consistent with NYSED standards and testing requirements.
- C. **To provide for the development, improvement and growth of staff members giving instruction in science.**
1. Plan and implement staff development programs and participate in the synergetic supervisory process under the direction of the principals.
  2. Conduct a needs assessment.
  3. Conduct supervisory observations.
  4. Provide for staff development opportunities.
  5. Conduct model lessons for colleagues.

**D. To participate in the budget development process.**

1. Work under the direction of the principals in developing budget recommendations for science instruction.
2. Coordinate school science budget proposals.
3. Monitor budget expenditures.
4. Make recommendations for budget allocations.

Adopted: 09/25/00

**Coordinator of Social Studies, K-8**

File: CGG

The Coordinator of Social Studies, K-8, provides supervision in the development and implementation of a unified program and staff development plans for social studies instructors.

**RESPONSIBILITIES:**

In addition to teaching two secondary classes or the equivalent, the Coordinator supervises social studies teaching staff at the junior high school, conducts program evaluations and coordinates instruction in grades K-8, works with the elementary principals in the synergetic supervision process, recommends budget allocations, serves in the cabinet of the Junior High School Principal and reports to the Assistant Superintendent for Curriculum and Student Services.

- A. **To ensure the scope and sequence of the instructional program.**
1. Provide for continuity of social studies instruction in grades K-8.
  2. Report to the building principals on the progress of social studies instruction in each building.
  3. Conduct periodic monitoring and evaluation of programs.
  4. Analyze trends, research and articulation between district programs and the state curriculum.
  5. Visit and observe classes.
  6. Participate in the annual review of non-tenured teachers of social studies.
  7. Conduct program evaluations.
- B. **To develop curriculum and involve staff in the planning process.**
1. Coordinate the work of staff members in social studies instruction working with principals and the Assistant Superintendent.
  2. Collect, organize and disseminate survey data and state education department reports.
  3. Represent the district at cooperative service programs.
  4. Build a cohesive and cooperative team spirit between primary and intermediate social studies mentors.
  5. Lead timely review and revision of curriculum that is consistent with NYSED standards and testing requirements.
- C. **To provide for the development, improvement and growth of staff members giving instruction in social studies.**
1. Plan and implement staff development programs and participate in the synergetic supervisory process under the direction of the principals.
  2. Conduct a needs assessment.
  3. Conduct supervisory observations.
  4. Provide for staff development opportunities.
  5. Conduct model lessons for colleagues.

D. **To participate in the budget development process.**

1. Work under the direction of the principals in developing budget recommendations for science instruction.
2. Coordinate school science budget proposals.
3. Monitor budget expenditures.
4. Make recommendations for budget allocations.

Adopted: 09/25/00

**DRAFT**

Deletion 6/12/12

**Administrative Reports**

**File: CL**

The Superintendent shall arrange an annual presentation of the New York State School Report Card to the Board of Education at a public board meeting.

Adopted: 1969 (Estimated)

Revised: 6/10/91

Revised: 3/26/07

Legal Reference:

8NYCRR100.2(m)

**DRAFT****File: DB****Annual Budget**

The Board shall present at the annual meeting a detailed statement in writing of the amount of money that will be required for the ensuing year for school purposes, exclusive of public monies, specifying the several purposes and the amount for each. The Budget Statement and required attachments must be made available to the public (upon request) at each school building in the district at least 7 days before the Budget Hearing date and not less than 14 days before the Annual Budget Vote.

Required documents include:

1. Budget Statement – proposed budget in three-part format broken down into three components (administration, program and capital), prepared in plain language similar in detail to ST-3 and SBM-1.
2. Property Tax Report Card
3. School Academic Report Cards – most recent school academic report cards outlining student performance
4. District's Fiscal Accountability Summary
5. Salary Disclosure Notice

The Board of Education should approve the proposed budget in sufficient time to allow for the preparation, Board approval and timely submission of the required Property Tax Report Card to the State Education Department.

The Annual Election and Budget Vote/Annual Meeting is held statewide the 3<sup>rd</sup> Tuesday in May to fill seats on the Board of Education and vote on the Proposed Budget.

Legal References:

Education Law § 1716; 1718; 2004; 2007; 2017; 2021 -2024

Cross Reference:

DBH-Budget Adoption Procedures

Adopted: 2/15/81; 3/15/81

Revised: 10/12/93

Revised: 10/28/05

DRAFT

Deletion 6/12/12

**Fiscal Year**

**File: DBB**

The fiscal year for the district is July 1st through June 30th.

**Legal Reference:**

Education Law § 2515

Adopted: Date Unknown  
Reviewed: 06/14/93  
Reviewed: 11/27/00



**DRAFT**

Deletion 6/12/12

**Budgetary Appropriations Increases**

**File: DBDK**

The Superintendent or her/his designee [School Business Administrator] is authorized, upon receipt of major insurance losses, to follow the procedure outlined in the Uniform System of Accounts, issued by the State of New York, Department of Audit and Control, Division of Municipal Affairs, which does allow the increase in budgetary appropriations required to repair or replace items damaged as a result of a specific occurrence.

**Legal Reference:**

State of New York - Uniform System of Accounts

Adopted: 3/15/83

Reviewed: 6/14/93

**Dissemination of Budget Recommendations**

**File: DBF**

The Board shall develop an annual budget brochure that shall be mailed to West Babylon Schools' taxpayers at least seven days prior to the annual meeting. However, a copy of the budget shall be available in each school at least 14 days prior to the budget vote. The brochure shall be printed in a color scheme and/or format that differentiates it from other district publications.

The brochure shall contain, but not be limited to:

- 1] A summary of proposed expenditures by major budget categories and a summary of receipts.
- 2] A summary of the current tax rate and proposed tax rate.
- 3] Brief explanations of significant increases and decreases from the preceding budget and estimate. The estimate will be a projection of the current year's expenses and receipts.
- 4] A letter from the Board commenting upon the proposed budget.
- 5] Details of times and places of voting for the budget and for candidates for the Board.
- 6] A statement of qualifications of voters at school district meetings.

**Legal References:**

Education Law § 1716; 2017; 2517  
Phillips v. Maurer, 67 NY 2d 672 (1985)  
Matter of Scanio, 23EDR 104 (1983)  
Matter of Pucci, 31EDR (Dec. # 12546, 1991)

Adopted: 3/15/83  
Reviewed: 5/12/03

DRAFT

Deletion 6/12/12

File: DBG

### **Budget Hearings and Reviews**

The Budget Hearing must be held not earlier than 14 days and not later than 7 days before the Annual Budget Vote. The Budget Statement and required attachments must be made available to the public at the annual hearing. The Proposed Budget must be presented at the hearing in plain language and in three components – administrative, program and capital.

#### Legal References:

Education Law § 1608; 1716; 2004; 2013; 2017(5); 2017 (6); 2022; 2517; 2590.

Adopted: 1969  
Revised: 3/15/83  
7/12/93  
10/05

DRAFT

Deletion 6/12/12

**Registration of Voters**

**File: DBHA**

The West Babylon Board of Education authorizes registration within the district through acceptance of registration by delivery to the District Clerk during the following specified hours:

- 1] September to June when school is in session - 9 AM-1 PM and 2 PM-4 PM
- 2] July and August - 8 AM to 1 PM

Legal Reference:

Education Law § 2014

Cross Reference:

File: DBH

Adopted: 07/08/96

Reviewed: 10/9/01

DRAFT

Deletion 6/12/12

File: DC

## Financial Computer Control

The goal of the District is to ensure financial network and computer systems capabilities are adequately secured. The following steps are put in place to ensure this objective is met:

- West Babylon has selected Finance Manager as its financial management system.
- Finance Manager passwords must be changed every 90 days. Passwords must be alphanumeric and must be at least 6 characters in length. All passwords shall be secured by the employee and not shared with others.
- Approval for change of permissions must be submitted to and approved, in writing by the Superintendent or his/her designee.
- Backup of Finance Manager is done on a daily basis offsite through a service provided by Eastern Suffolk BOCES (ESBOCES).
- The district has the ability to recover all Finance Manager data within 1-2 business days in the event of a catastrophic loss of processing capabilities.
- Segregation of duties in the computer system will be consistent with the manual system. Thus, electronic permissions of the employees should appropriately reflect their duties. The administration will also implement appropriate compensating controls when adequate segregation of duties is not practical or possible.
- Remote access shall only be permitted by the software vendor (Finance Manager) and ESBOCES for purposes of updating, trouble-shooting and or backing up the system. This access must be pre-approved by the business office. Any other individual or entity that requires remote access shall require the approval of the Assistant Superintendent for Finance & Operations.
- The following reports will be sent to the Board of Education on a monthly basis after being reviewed and approved by the Assistant Superintendent for Finance & Operations:
  - Appropriations Report (A, F& L funds)
  - Cash Flow
  - Transfers per policy over \$3,000
- On a quarterly basis the following report will be sent to the Superintendent and the Internal Auditor for review
  - System Audit Report

Adopted: December 10, 2007

DRAFT

Deletion 6/12/12

**Funding Proposals and Applications**

**File: DD**

The Board of Education shall be kept informed of all public sources of state, federal and other funds for the support of schools and the enhancement of its program. The Superintendent or his/her designee shall apprise the Board of its eligibility for general or program funds and make appropriate recommendations for Board action.

Adopted: 3/15/83  
Reviewed: 10/25/93  
Reviewed: 06/28/99

DRAFT

Deletion 6/12/12

**Revenues from Tax Sources**

**File: DE**

Local revenues account for a significant portion of the district's budget. The most important source of local revenue is the property tax. Adoption of a budget constitutes authorization for the levy of a tax to raise the local portion of funds required to meet the school district's expenses. For the purpose of levy and collection of school taxes, the valuation of real property is ascertained from the latest final assessment roll for the town in which the district is situated.

Legal Reference:

Education Law §3602

**Revenue from State Tax Sources**

Sufficient revenue is vital in order to enable a school district to provide the best education possible to students. The school district receives revenue from New York State in the form of state aid based on the New York State Constitution, Article II, Section 1, which states that, "The Legislature shall provide for the maintenance and support of a system of free common schools, wherein all the children of this state may be educated."

Adopted: 3/15/83

DRAFT

Deletion 6/12/12

**Revenues from State Tax Sources**

**File: DEB**

The West Babylon School District receives revenue from New York State in the form of state aid based on the New York State Constitution, Article II, Section 1, which states that, "The Legislature shall provide for the maintenance and support of a system of free common schools, wherein all the children of this state may be educated."

Legal Reference:

New York State Constitution, Article II, § 1

Adopted: 03/15/83

Reviewed: 05/13/96



DRAFT

Deletion 6/12/12

**USE OF SURPLUS FUNDS**

**FILE: DFAA**

The Board authorizes an investment program for the school district. An investment program is viewed as a critical ingredient of sound fiscal management, the purpose of which is to secure a maximum yield of interest revenues to supplement other school district revenues for the support of the educational program of the school district. When a cash balance exists in district funds and is not immediately needed, the superintendent or his/her designee (district treasurer) is authorized to invest those funds as permitted by law.

Purpose and Safeguards

The district's investment program shall be administered in such a way as to assure:

1. The continual process of temporarily investing all cash balances and monies available to the district for investment purposes.
2. The development of a periodic cash flow system that will provide data to assist proper planning and decision making regarding amount, duration, and type of investment.
3. The establishment and implementation of a competitive system of bids and/or quotes to obtain the maximum yield possible for all investments from both in district and out of district financial institutions.
4. That all district investments will be in compliance with state law.

Delegation of Authority

The Board authorizes the superintendent or his/her designee (district treasurer) to manage all activities associated with the investment program in such a manner as to accomplish the objectives and intents of this policy. The superintendent or his/her designee (district treasurer) is further authorized to execute, in the name of the Board, any and all documents relating to the investment program, as well as to utilize reputable consultants when necessary.

The financial institution utilized will include, but not be limited to, those institutions that have been designated as official depositories. The superintendent or his/her designee (district treasurer) shall submit an annual report of the results of the investment program, with recommendations to the Board for official depositories.

Adopted: 2/20/79

Revised: 3/15/83

Revised: 7/9/01

DRAFT

Deletion 6/12/12

**File: DFB**

**REVENUES FROM SCHOOL-OWNED REAL ESTATE**

State law permits a school district to lease property for certain purposes, under certain conditions. Accordingly, the Board shall consider leasing proposals on a case-by-case basis.

Adopted: 3/15/83

Reviewed: 2/12/01

Legal Ref.: Laws of 1972 571

**DRAFT**

Deletion 6/12/12

**File: DFEA**

**FREE ADMISSIONS**

Senior citizens of the district, i.e., persons 62 years of age or older, shall be permitted to attend all activities of the district, including athletic events, free of charge. This procedure reflects the district's appreciation for all that our senior citizens have done for the schools over the years.

Adopted: 3/15/83

Reviewed: 2/12/01

DRAFT

Deletion 6/12/12

File: DGA

## **AUTHORIZED SIGNATURES**

All checks shall be signed by the school district treasurer, and in the absence of the treasurer, by the president or vice president of the Board.

The designated depositories of the school district, including correspondent banks, are hereby requested, authorized, and directed to honor all checks, drafts, or other orders for the district, for the payment of money drawn in this district's name on accounts of the school district (including those drawn to the individual order of any person whose name appears thereon as signer or signers thereof), when bearing or purporting to bear the facsimile signatures of the officers designated above.

### Check Signing Safeguards

The check signing disk bearing the signature of the treasurer shall be controlled by the treasurer. When not in use under the control of the treasurer, the check signing disk shall be kept locked in a secure location to prevent any unauthorized use.

In the absence of the treasurer, a person approved by the Board shall act as assistant treasurer. The assistant treasurer shall perform the treasurer's functions in his/her absence.

### **LEGAL REFERENCES:**

Education Law 1720, 2523

### **CROSS REFERENCES:**

BCA - Board Organizational Meeting

DL - Payroll Procedures

Adopted: 1969

Revised: 12/15/81; 3/15/83; 3/7/05

**DRAFT**

Deletion 6/12/12

**Bonded Employees and Officers**

**File: DH**

State law requires that the treasurer of the Board be bonded prior to his/her service. Accordingly, the Board shall provide such bond in the amount of no less than \$500,000. The Board shall also provide a blanket bond covering other designated individuals whose responsibilities include the handling of revenues, especially cash.

Adopted 3/15/83

Legal Ref.: Education Law 2130

**DRAFT**

Deletion 6/12/12

**File: DI**

**FISCAL ACCOUNTING AND REPORTING**

The Superintendent or his/her designee (Assistant Superintendent for Finance) shall be responsible for receiving and properly accounting for all funds of the district. The accounting system used shall conform in all respects with requirements of the state education department and with good accounting practices. The system shall provide for the appropriate separation of accounts, funds, and special monies.

The Board shall receive monthly fiscal statements from the superintendent or his/her designee (Assistant Superintendent for Finance) showing the financial condition of the district. Such other financial statements as may be determined necessary by either the Board or the superintendent shall be developed.

Adopted: 3/15/83

Revised: 5/23/05

LEGAL REF.: Education Law 2116

DRAFT

Deletion 6/12/12

**Accounting System**

**File: DIA**

State law prescribes the manner in which books and records of the district shall be kept. Accordingly, the district shall maintain the double entry bookkeeping system incorporating the fund method of accounting approved by the Commissioner of Education in the uniform system of accounts.

**Legal References:**

Education Law 2116

Uniform System of Accounts for School Districts -  
State Comptroller's Office, 1990

Adopted: 03/15/83

Revised: 05/24/99

**DRAFT**

Deletion 6/12/12

**Financial Reports and Statements**

**File: DIC**

An annual financial statement shall be made and published according to law.

Adopted: 1969

Reviewed: 2/25/02

Legal Ref.: Education Law 1721

West Babylon Union Free School District, West Babylon, New York



**INTERNAL AUDIT FUNCTION**

**File: DIF**

In accordance with Chapter 263 of the laws of 2005 and with Commissioner's Regulations 170.12(b), the West Babylon Union Free School District has established an internal audit function. The function shall be completed by an individual, firm or through a BOCES as designated annually by the Board of Education. Completion of the internal audit function shall include the following activities:

1. Review of the District's business and personnel operations.
2. Verification of strict adherence to District policies and regulations.
3. Testing of all areas of the District's internal controls.
4. Periodic testing of the District's administrative data processing systems, including verification of user access, view and edit authority and review of user logs.
5. Review of certification of payroll and appropriate segregation of duties with respect to payroll and personnel functions.
6. Review of bank reconciliations and Treasurer's Reports.
7. Review of fixed assets to be certain that all assets added or deleted in the prior accounting period have been properly accounted for.
8. Testing of design of internal controls to detect deficiencies.

The Internal Auditor shall meet no less than four (4) times annually with the Board of Education to review activities and to make recommendations for improvement. In the event the Internal Auditor suspects fraud and/or theft has been committed by any District employee, he/she shall immediately notify the President of the Board of Education, who in turn will advise the entire Board. The Board will then review the information and take appropriate action. Quarterly reports to the Board of Education shall include no less than the following information:

1. Item tested.
2. Discovered condition, indicating whether there is no contravention of policy or procedure, the policy or procedure is contravened occasionally or on a regular basis, or whether a new policy or procedure is recommended.
3. The corrective action plan suggested to remediate the discovered condition.
4. Results of any corrective action plan.

Copies of the Internal Audit report shall be shared with the Superintendent of Schools, Assistant Superintendent for Business, District Treasurer, Claims Auditor, and Independent Auditor.

Legal References: Chapter 263 of the Laws of 2005; Commissioner's Regulations 170.12(b)

Adopted: 7/10/06

DRAFT

Deletion 6/12/12

**Local Purchasing**

**File: DJD**

When there is no disadvantage to the district with respect to quality, cost, delivery, etc., preference in purchasing shall be given to those vendors whose place of business is located within the district.

Adopted: 3/15/83

Reviewed: 8/8/94

Reviewed: 1/22/02

**DRAFT**

Deletion 6/12/12

**Cooperative Purchasing**

**File: DJE**

The district shall, when practical and feasible, cooperate with other school districts or political subdivisions in issuing joint bids for cooperative purchasing. The purpose of this practice is to obtain goods and services at the lowest possible cost.

The Superintendent shall inform the Board when such joint bids are developed.

**Legal Reference:**

General Municipal Law 119

Adopted: 03/15/83

Reviewed: 08/08/94

Reviewed: 05/10/99

DRAFT

Deletion 6/12/12

**Sales Calls and Demonstrations**

**File: DJGA**

In order that the time of the district staff be best utilized, sales calls and demonstrations are not permitted without prior appointments and shall be made only when classroom instruction will not be negatively affected.

The Superintendent shall develop administrative regulations for the guidance of staff in this matter.

Adopted: 3/15/83

Reviewed: 8/8/94

DRAFT

Deletion 6/12/12

**Payment Procedures**

**File: DK**

No claim shall be paid unless an itemized voucher, supported by receiving reports and receipts, has been submitted, approved by the Superintendent or his/her designee Assistant to the Superintendent for Finance, and approved for payment by the Board.

No payment, unless authorized by the Board, shall be made for services, materials, or equipment in advance of services rendered.

No payments or cash awards shall be made for scholastic achievement or personal gifts or tributes.

The Board may authorize the payment of certain invoices without prior approval of the Board.

When applicable, all claims are to be submitted 15 days from the date when services were rendered or material acquired.

To the greatest extent possible, the business office shall pay all invoices within 30 days of the receipt of the receiving copy of the purchase orders.

Legal Reference:

Education Law § 1718-1720; 3813

Adopted: 1969  
Revised: 12/15/81  
3/15/83  
Reviewed: 8/8/94  
6/14/99

**DRAFT**

Deletion 6/12/12

**File: DLA**

**PAYDAY SCHEDULE**

All personnel regularly employed either full time or part time, shall be paid according to a specific schedule determined and published annually by the superintendent or his/her designee (Assistant Superintendent for Finance).

CONTRACT REFS.: WBSAA Agreement  
WBTA Agreement  
CSEA Agreements  
Individual Labor Agreements

Adopted: 5/9/05

DRAFT

Deletion 6/12/12

File: DLB

## **SALARY DEDUCTIONS**

Salary deductions shall be allowed only with approval of the Board, upon the recommendation of the superintendent. Salary deductions may originate through legal requirements, negotiated contracts, or requests of individuals or groups.

Any requests for termination of a salary deduction must reach the business office at least 10 working days prior to the time the termination is to be made. The requested termination will take place during the following payroll cycle.

All salary deductions, or termination of deductions, other than those regulated by the county, state, federal government, or the courts, shall be deducted only upon written approval of the employee.

The Board authorizes, within these guidelines, salary deductions for credit union, tax-sheltered annuities, Section 125 plans, insurance contributions and union dues.

Adopted: 1965  
Revised: 03/15/83  
Revised: 02/02/04

CONTRACT REFS.: WBSAA Agreement, Art. II  
WBTA Agreement, Art. III; Art. XXIII  
CSEA (CHCU) Agreement, Art. IV  
CSEA (PPEU) Agreement, Art. I  
CSEA (NTU) Article I