

September 13, 2011

'11- 66

A REGULAR MEETING of the Board of Education of the West Babylon Union Free School District, of the Town of Babylon, Suffolk County, New York was held on TUESDAY, September 13, 2011, in the Board Room of the Administration Wing adjacent to the Senior High School.

Those present: Trustees James F. Bocca, Wendy DeGaetano, Patrick M. Farrell (arrived at 7:30), Carmine Galletta, Cathy Gismervik, Kathleen Jennings, Peter Scarlatos and Diane Thiel.

Trustee Diane Klein was absent

Also present: Mr. Anthony Cacciola, Superintendent of Schools; Dr. Dominick Palma, Assistant Superintendent for Curriculum and Student Services; Mrs. Yiendhy Farrelly, Assistant Superintendent for Human Resources; Mr. Arthur Williams, Executive Director for Finance and Operations; Mrs. Amy E. Jones, District Clerk; Mr. William C. Morrell, Attorney; and residents.

The Vice President opened the meeting at 7:00 pm and led those present in the Pledge to the Flag.

Trustee Thiel seconded by Trustee Galletta made a motion to executive session for personnel and legal matters at 7:02 p.m.

The motion was **CARRIED** by all present

The public portion reconvened at 8:03 p.m.

Trustee DeGaetano seconded by Trustee Galletta made a motion to approve the minutes of the regular meeting of August 23, 2011.

The motion was **CARRIED** by all present

Statement of the Superintendent and/or Board of Education:

Mr. Cacciola welcomed all to the 2011-2012 school year. He mentioned that for the first time in many years a keynote speaker addressed the staff during Superintendent's conference day on September 6. Mr. Cacciola said that Monsignor Jim Vlaun (former West Babylon JHS alumnus) offered a moving speech about the challenges ahead and the importance of everyone working together through these difficult times.

Mr. Cacciola said that the South Bay Ribbon Cutting ceremony was a success despite the rain. He added that the building is beautiful and the minor glitches are being worked out. He thanked Diana Doerbecker for her work in getting the new sign for the school and the West Babylon Beautification Society for the plants around the sign.

Mr. Cacciola noted a change to the agenda regarding the date of NYS School Boards' recognition week (changed from the week of October 25 to the week of October 31). He suggested honoring the trustees at the November 7 meeting.

Mr. Cacciola reminded everyone that the September 27 meeting will be held in the South Bay cafeteria.

Mr. Cacciola said that his office has received calls about the lack of a printed calendar this year and the frustration of those trying to print the calendar from the website. He said that Mr. Case and Mrs. Squicciarini are looking into making it more user friendly. He also noted that the website calendar is changeable when needed as opposed to the printed calendar which could not be changed after it was printed.

Statement of West Babylon Teachers Association:

WBTA Elementary Vice President Lori Pascucci thanked Mr. Cacciola for the Superintendent's Conference Day breakfast and added that she very much enjoyed Monsignor Vlaun's speech. She added that the WBTA looks forward to working closely with the administration in this very challenging year.

Statement of West Babylon Administrators' Association: None

Statement of CSEA Representative: None

Statement of Student Association Representative: None

Statement of PTA Council Representative:

Council President Kathrine Campbell said that she met with the PTA Presidents over the summer and plan to work together as one group with common goals. She added that in numbers they are powerful. She said that Diana Doerbecker will be the liaison between the BOE, administration and the PTAs to continue the communication. She again requested the development of a budget advisory committee for community input.

Statement of Residents:

Resident William Hill asked about an agenda item authorizing the President to execute an agreement with an unnamed certified employee. Mrs. Farrelly said that the item cannot be discussed in public and that there is no cost to the district.

Resident Noreen Wood said that she believes the district's decision to not print the calendar is a step in the wrong direction. She asked what the district saved by not printing the calendar. She suggested that the district begin using ePayroll paperless paycheck system to save funds. Mrs. wood asked who would have a schedule of the JHS track's availability.

Superintendent's Report/Educational Presentation: None

Trustee Jennings seconded by Trustee Galletta made a motion to approve the **Consent Agenda (with corrected page 3) and addenda #PE-2 and #FA-1**

The motion was **CARRIED** by all present

BOARD OF EDUCATION

#BE-1 WHEREAS, the following employees have served the West Babylon School District admirably, and

WHEREAS, the following West Babylon School District employees are dedicated to the health and well-being of our District's children.

NOW, BE IT RESOLVED, that the Board of Education of the West Babylon Union Free School District does hereby proclaim recognition of its employees as follows:

October 10-14, 2011	School Lunch Personnel
November 14-18, 2011	Supervisors & Administrators
January 2-6, 2012	Paraprofessional Personnel
January 16-20, 2012	School Nurses
“	Occupational Therapists
“	Physical Therapists
“	Certified Occupational Therapy Assistant
January 30-February 3, 2012	Building & Grounds and Security Personnel
April 23-27, 2012	Administrative Professionals
May 7-11, 2012	Teachers and Teaching Assistants
May 14-18, 2012	Transportation Personnel

#BE-2
RESOLVED: that in accordance with National School Board Recognition Week, the West Babylon Schools Board of Education declares the week of **October 31-November 4, 2011, School Board Recognition Week**, to celebrate the public service of school board trustees. Recognition will take place at the Board of Education meeting to be held on Monday, November 7, 2011.

#BE-3
WHEREAS, the West Babylon Schools Parent Teacher Associations have served our District admirably, and
WHEREAS, the West Babylon Schools Parent Teacher Associations are dedicated to the health and well-being of our District's children.
NOW, BE IT RESOLVED, that the Board of Education of the West Babylon Union Free School District does hereby proclaim the week of **February 6-10, 2012 Parent Teacher Associations Recognition Week**.

#BE-4
RESOLVED: that the West Babylon Board of Education gratefully accepts the donation of the following from The West Babylon Beautification Society:
South Bay School — plants, bushes, and/or trees around the new South Bay School sign (including labor)
Austin Sheldon Walk — cleanup and replanting plants, shrubs or trees at the Austin Sheldon Walk located at the Senior High School (including labor)

#BE-5
RESOLVED: that the West Babylon Board of Education authorizes the Board President to execute an agreement between the West Babylon School District and said certified employee made known to the Board of Education during executive session

PERSONNEL

#PE-1
RESOLVED: that the following schedules, as attached, are approved:

- 11-P-5 Professional Personnel
- 11-C-5 Civil Service Personnel

SCHEDULE 11-P-5 Professional Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Cuevas-O'Boyle, Christina	Reading Tchr.	JK		9/6/11 -	Family Medical Leave [continuance]
DeStefano, Renee	Elementary Tchr.	JK		9/7/11 -	Family Medical Leave
DiStefano, Adrienne	Art Tchr.	SA/TA		9/7/11 -	Family Medical Leave
DiStefano, Giovanni	Physical Ed. Tchr.	SA		9/7/11 -	Family Medical Leave
Serviss, Tiffany	Regular Substitute/ Teaching Assistant	JH	Step TA-3-3/ \$34,325. (prorate)	9/14/11- end of first semester, or sooner at district's discretion	

The following probationary teacher is being recalled from the Foreign Language Preferred Eligibility List:

Hearns, Gabrielle	PT/Foreign Lang. Tchr. (.8)	HS	Step A-6-4/ \$67,226. (prorate @ 80%)	9/14/11 — 6/30/12
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Hearns, Gabrielle	Per Diem Substitute (.2)		\$18./day	9/14/11 — 6/30/12
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Additional Sections:

Connors, Lucia	HS Spanish (.2)		2011-2012 \$16,448.80
Hansen, Kevin	Physics (.1)		\$8,844.00

Technology Support:

Weis, Danielle	Senior Technologist	JH	\$38.40/hr.	9/7/11 — 10/28/11	[up to 10 hrs./week]
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S.A.I.L Program:

O'Neill, Margaret	Mentor	JH	\$7,035.	2011-2012
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Clubs & Advisors:

Bryan, Paul	Art Honor Society	HS	\$1,134.	2011-2012	[repl. H. Korchma]
Hearns, Gabrielle	Blue and Gold		\$4,371.		
Dombo, Stephen	Chess		\$1,134.		
Korchma, Heather	Grade 9 Advisor		\$1,925.		
Heaton, Bryan	Jazz Band I		\$1,134.		
Heaton, Bryan	Jazz Band II		\$1,134.		
Hearns, Gabrielle	Leaders'		\$1,134.		
Lemmo, Jaime	Leo		\$1,134.		
Heaton, Bryan	Marching Band Asst.		\$3,483.		
Reilly-Johnson, Katharine	Workstudy Coordinator		\$3,365.		

Stipend Corrections:

Torres, Nicole	Color Guard/Kickline		\$2,424.		
Carson, Jeffrey	Dramatics		\$3,755.		[repl. M. Cafiero]

SCHEDULE 11-P-5 Professional Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Alternative Evening High School:			\$34.59/hr.	2011-2012	
Simone, Linda	English				
Fiorelli, Carly	English				
Koudelka, Tiffany	English				
Satriano, Paul	Guidance Counselor				
Carson, Jeffrey	Library				
Wheeler, Melissa	Mathematics				
Kunzig, Christopher	Mathematics				
Axelson, Gregory	Physical Education/Health				
Konopa, Kenneth	Science				
Parrington, Sandra	Social Studies				
Jonasson, Christopher	Social Studies				
Clark, Kathryn	Social Studies				
Cohen, Lauren					[substitute]
Paparella, Ryan					[substitute]
Coaches:				Fall, 2011-2012	
Rossi, Joseph	Varsity Head	Winter Track(B)	\$5,074.		[resignation]
Ging, Frank	Varsity Head	Winter Track(B)	\$5,074.		[repl. J. Rossi]
Ging, Frank	Varsity Head	Winter Track(G)	\$5,074.		[resignation]
Armato, Philip	Varsity Head	Winter Track(G)	\$5,074.		[repl. F. Ging]
Joseph, Melissa	JV Head	Tennis(G)	\$4,077.		[resignation]
TBD	JV Head	Tennis(G)	\$4,077.		
Kunzig, William	JHS Head	Tennis(G)	\$4,077.		[resignation]
TBD	JHS Head	Tennis(G)	\$4,077.		
Doherty, Daniel	JHS Head	Football	\$4,337.		[resignation]
Hartranft, Gregory	JHS Head	Football	\$4,337.		[repl. D. Doherty]
Hartranft, Gregory	JHS Asst.	Football	\$4,077.		[resignation]
TBD	JHS Asst.	Football	\$4,077.		
Regents Exams Accommodations Proctors:			\$44.22/hr.		
Hands, Eileen				8/18/11	
Paparella, Ryan				8/17, 8/18	
Guidance Intern:				Fall, 2011	
*O'Leary, Daniel	Guidance	JH			
Student Teachers/Observers:				Fall, 2011	
Gallagher, Sean	Music	TA/SA			
Grassa, Richard	Physical Education	JK			
Sceppa, John	Physical Education	HS			

SCHEDULE 11-P-5 Professional Personnel Schedule

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Per Diem Substitutes:

		DW	\$90./day	2011-2012	
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Conte, Mary
Delany, Nicole
LaRocco, Caitlin
McManus, Leila
Scala, Nicole

*Emergency Conditional Appointment

SCHEDULE 11-C-5 Civil Service Personnel Schedule

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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White, Annette	Paraprofessional (hall monitor)	HS		9/13/11	Termination
Douglass, Veronica	Paraprofessional (pt/clerk typist)	TA		2011-2012	Leave of Absence
Simolin, Grace	Paraprofessional (school monitor)	TA		2011-2012	Leave of Absence
Leddy, Toby	Paraprofessional (school monitor)	SB		2011-2012	Leave of Absence

The following paraprofessionals are being recalled from the Paraprofessional Priority List:

Gieck, Allan	Paraprofessional (special ed. aide)	JH	Step 2 / \$14.02/hr.	9/14/11	
Fischer, Barbara	Paraprofessional (school monitor)	FA	Step 2/ \$14.02/hr.	9/14/11	

South Bay Reconstruction:

Crimi, Laura	Paraprofessional		\$15.30/hr.	Summer, 2011	Additional Hours 21 hrs.
Fauci, Carolyn	Paraprofessional		\$14.29/hr.		4 hrs.
Glennon, Josephine	Paraprofessional		\$14.50/hr.		4.5 hrs.
Hamilton, Maryann	Paraprofessional		\$16.10/hr.		7 hrs.

FINANCE

#FI-1

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$900.00, from Mr. Anthony Cacciola. The donation will be used to cover the cost of food and refreshments served at the district's 2011 Superintendent's Conference Day held on September 6, 2011.

ADDENDUM
PERSONNEL

#PE-2

RESOLVED: that the attached personnel schedule is approved:

11-P-5A(a) Professional Personnel

SCHEDULE 11-P-5A, Professional Personnel Schedule

ADDENDUM (a)

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<u>Additional Section:</u>					
Kunzig, Christopher	Algebra/Trigonometry (.4)	HS	\$22,885.60	First Semester, 2011-2012	
<u>Coaches:</u>				Fall, 2011-2012	
DeRuvo, Andrew	JV Head	Tennis(G)	\$4,077.		
Schrank, John	JHS Head	Tennis(G)	\$4,077.		
Snyder, John	JHS Asst.	Football	\$4,077.		

POLICY REVIEW:

- File: 1000** Community Relations Goals (First Time Reading)
- File: 1050** Annual District Election and Budget Vote (First Time Reading)
- File: 5150** School Admissions (First Time Reading)

There was a discussion about removing the line about mailing calendars to all district residents in File:1000. As the district will not be mailing the calendars the wording would be changed to "in most cases these events will appear on the calendar on the district's website."

Trustee DeGaetano seconded by trustee Thiel made a motion to make the change to File 1000.
Voting Yes — Trustees DeGaetano, Farrell, Galletta, Gismervik, Jennings and Thiel
Voting No — Trustees Bocca, and Scarlatos

The motion was **CARRIED**

Trustee Jennings seconded by Trustee DeGaetano made a motion to waive reading the policies and move them to second time discussion.

The motion was **CARRIED** by all present

File: 3210-E2 Executive Director for Human Resources — Exhibit (Review) — The policy was reviewed and the changes accepted

- File: 9240** Recruiting and Hiring (Third Time Adoption)
- File: 9240-R** Recruiting and Hiring — Administrative Regulations — (Third Time Adoption)

Trustee Jennings seconded by Trustee Galletta made a motion to adopt the policies.

File: 9240 — Recruiting and Hiring (Third Time Adoption)
Trustee Jennings seconded by Trustee Galletta made a motion to adopt the policy

The motion was **CARRIED** by all present

File: 9240-R — Recruiting and Hiring Regulation (Third Time Adoption)
Trustee Jennings seconded by Trustee Galletta made a motion to adopt the regulation

Voting Yes — Trustees Bocca, DeGaetano, Farrell, Galletta, Gismervik, Jennings and Thiel
Voting No - Trustee Scarlatos

The motion was **CARRIED**

SCHOOL ADMISSIONS

District residents over five (5) and under 21 years of age and veterans of any age, except those who received dishonorable discharges, shall be eligible to attend the public schools of West Babylon free of charge if they have not received a high school diploma.

Upon registration, all new students or their parents or guardians shall be required to present:

1. proof of [date of birth] age— *examples of acceptable forms of documentation include, but are not limited to, a birth certificate, baptismal record, or a passport (including a foreign passport*
2. record of immunizations and a health certificate from a licensed physician; *and*
3. proof of district residency— *examples of acceptable forms of documentation include, but are not limited to, a pay stub, income tax form, deed or lease to a house or apartment, utility bills or other bills sent to the student's home address, voter registration document, or a state (or other government) issued ID*
4. proof of guardianship.

Students who are in their senior year of schooling, and whose parents or guardians move to another district during the course of the academic year, shall be allowed to finish the year in West Babylon in order to graduate with their classmates. Parents or guardians of these students are responsible for transporting the students to and from school.

Students in grades kindergarten through eleven (11) whose parents or guardians move to another district during the course of the academic year are not eligible to finish the school year in West Babylon unless the move takes place during the final ten (10) weeks of the academic year. Parents or guardians of the students who are eligible to finish the school year in West Babylon are responsible for transporting the students to and from school.

Students in grades kindergarten through four whose parents or guardians move to the attendance zone of another elementary school within the West Babylon district after the start of the school year are eligible to finish the school year in their original school. Students must transfer to the new school for the start of the next school year (if space permits). Students who have completed fourth grade prior to moving to the attendance zone of another elementary school within the West Babylon School District may complete the fifth grade in their original school. Upon parental request, the student may transfer immediately if space permits in the receiving school.

Ref: Education Law §§903; 904; 3202; 3208
Public Health Law §2164

Replaces former policy JEC

Adoption date: 1/11/11

First Time Reading 09/13/2011

COMMUNITY RELATIONS GOALS

The Board of Education strives to conduct district affairs by way of a continuing, open dialogue between the community and the schools. Given district residents' high level of interest in the education of children, the Board wishes to maintain its high level of sensitivity to the needs and desires of the community and to act expeditiously to meet changing needs and conditions.

To this end, the Board establishes the following goals for community involvement:

1. to provide a variety of means whereby residents of the school district may have the opportunity to contribute their best thinking to the orderly planning of education for children in the district;
2. to keep the community accurately informed about its schools;
3. to understand community attitudes and aspirations for the schools;

4. to encourage contributions from the parent-teacher associations of the district so that school personnel and parents cooperate to advance the educational welfare of the children;
5. to handle all complaints from the public by the administrative officer in charge of the unit of the school district organization closest to the complainant. However, such complaints may be carried to the Superintendent of Schools and/or the Board if the problem cannot be solved at that level;
6. to promote a spirit of cooperation among the Board, the schools, and the community;
7. to develop and maintain the confidence of the community in the Board and the school district staff;
8. to expand the public understanding of every aspect of the school system, and stimulate public interest in the school;
9. to facilitate dissemination of information to the community concerning issues and activities in the school *using not only traditional modes of communication, such as a district newsletter, but also current modes of communication such as the District's website and social networking sites*
10. to ascertain the community's opinions and desires with respect to the operations of the school system, and to incorporate that knowledge into its actions;
11. to develop arrangements among civic and community organizations for sharing of resources, especially in the creation of programs designed to benefit students; and
12. to develop and maintain an effective means of communication with the people of the district.
13. School-parent Relationships: The Board encourages the schools to maintain the closest possible constructive relationship with the homes of students in order to foster better understanding of individual children and their needs and to secure maximum cooperation from parents.
14. Community participation in school activities: The community shall be encouraged to attend and take an active interest in interscholastic and extra-curricular activities, orientation programs, parental and student workshops, student recognition gatherings, academic fairs, drama productions, concerts, and graduation ceremonies.
In most cases, these events will appear on the district's calendar which is mailed to all residents in the district. Announcements will also be made via district publications, local newspapers, and whenever possible, the outside message board.
Notwithstanding the above, the final decisions in these areas will rest with the Board.

Replaces in whole or in part former policies KA and KAA.

Adoption date: 12/08/2009

First Time Reading 09/13/201

1050

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 this date conflicts with religious observances on that day, in which case the annual meeting and election will be held on the second Tuesday in May.

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) 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)

Replaces in whole or in part former policy BBB

Adopted: 12/8/09

Board Review 09/13/2011

***Assistant Superintendent* [Executive Director] for Human Resources**

3210-E2

The *Assistant Superintendent* [Executive Director] for Human Resources plans, coordinates and supervises the personnel department in accordance of New York State laws and district policies.

The duties and responsibilities of the *Assistant Superintendent* [Executive Director] for Human Resources are as follows:

I. PERSONNEL

1. Coordinates all activities related to staffing needs and staffing projections.
2. Develops and reviews policies and administrative regulations pertaining to personnel functions.
3. Develops job descriptions and posts position openings for all district staffing.
4. Recruits appropriate staff for all positions. Participates in BOCES recruitment service as an on-campus recruiter.
5. Supervises personnel department in processing applications for employment, including maintenance and regular review of files, receipt of references and credentials, confirmation of certificates or civil service classifications, and notification to candidates about appointment status.
6. Screens candidate applications to establish interview fields for open positions.
7. Establishes procedures and schedules for interviews, writing samples, classroom observations, tests and other processes leading to employment recommendations.
8. Prepares recommendations for appointment, placement, and salary with backup information for the Superintendent of Schools.
9. Makes recommendations concerning leaves of absence in accordance with laws and contracts.
10. Reviews and recommends salary changes based on graduate or in-service credits per contracts.
11. Reviews all in-service courses to provide prior approval for credit.
12. Recruits, interviews, and recommends substitute employees in all job classifications.
13. Maintains all personnel records.
14. Develops and conducts orientation program for new personnel.
15. Prepares and maintains seniority lists.
16. Processes and recommends co-curricular and coaching appointments.
17. Interviews and places all student interns, student observers, and student teachers in liaison with colleges and universities.
18. Processes and recommends action regarding letters of resignations, transfers, promotions, etc.
19. Prepares brochures, literature, statistics, and other data for public information related to the district's personnel.
20. Supervises the development of school board personnel agendas.
21. Coordinates the district's Employee Assistance Program.
22. Supervises the evaluation of all district personnel. Reviews all summative evaluations. Participates in dispute resolution regarding evaluations.
23. Observes all non-tenured and regular substitute teachers annually.
24. Reviews all conference requests, administrative assignments, home teaching payroll sheets, tutorial units, and chaperone units.
25. Plans and implements in-service and staff development programs for all employees (with the Assistant Superintendent, building principals, and

- directors).
26. Serves as Title IX Compliance Officer to process all sexual harassment complaints involving staff members.
 27. Chairperson of the District Employee Wellness Committee.
 28. Serves as a key member of the district's negotiating team.
 29. Assists in the implementation of the grievance procedures as specified in respective contracts.
 30. Member of the Labor Management Council which meets to resolve employee related issues.
 31. Assists labor counsel and attends arbitrations related to employee contracts.
 32. Contributes to budget development, particularly pertaining to staff and salary codes, district-wide extracurricular, substitute teacher, chaperone and staff development codes.

II. GENERAL ADMINISTRATION

1. Regularly attends and participates in Board of Education meetings, Budget Workshops, etc.
2. Serves as a member of the SMC, SMT, and SQRC.
3. Serves as a hearing officer when designated by the Superintendent.
4. Serves as district liaison to SCOPE Staff Development Committee and SCOPE Technology Planning Committee.
5. Regularly attends BOCES meetings for personnel administrators and participates in programs related to other key functions.
6. Serves as the district's student residency officer.
7. Responsible for the preparation, submission and utilization of federal and state grant funding.
8. Responsible for and involved in the preparation of human resource reports in conjunction with the Superintendent and district administrative leaders.
9. Assists the Superintendent in the supervision of principals, directors and district-wide coordinators.
10. Assumes other responsibilities as assigned by the Superintendent of Schools.

Adopted: 04/18/00

Revised: 03/31/08

Revised: 09/28/10

The motion was **CARRIED** by all present

RECRUITING AND HIRING

File: 9240

Through its employment policies, the Board shall attempt to attract, secure, and hold the highest qualified personnel for all professional positions. The selection program shall be geared to select candidates who will devote themselves to the education and welfare of the children attending the public schools.

It is the responsibility of the superintendent and of persons to whom she/he delegates this responsibility to determine the personnel needs of the school district and to locate suitable *and qualified* candidates to recommend for employment to the Board. Through effective administrative procedures, the superintendent shall attract and recommend to the Board the employment and retention of personnel who are motivated to do their best to support the district's goals, curriculum and procedures.

It shall be the duty of the superintendent to see that persons nominated for employment in the schools shall meet all certification requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines shall be used in the selection of personnel:

1. There shall be no discrimination in the hiring process due to age, sex, creed, race, color, national origin, or place of residence.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. Interviewing and selection procedures shall assure that the administrator to be directly responsible for the work of a staff member has an opportunity to aid in the selection; however, the final selection shall be made or approved by the superintendent.
4. No candidate shall be hired without a personal interview, and wherever possible, the candidate shall be observed in his/her own school prior to selection. References shall be checked.
5. All candidates shall be considered on the basis of their merits, qualifications, and the needs of the district. In each instance, the superintendent and others playing a role in the selection shall seek to hire the best qualified person for the job.

While the Board may accept or reject a nomination, an appointment shall be valid only if made with the recommendation of the superintendent.

In instances of vacancies in top administrative posts, i.e., the Superintendent's management team, the Superintendent will offer the Board the opportunity to interview his/her nominee(s) before the Board acts on the nomination.

All professional positions in the school system will be established initially by the Board of Education.

In each case, the Board will approve the broad purpose and function of the position in harmony with state laws and regulations; approve a statement of job requirements as recommended by the Superintendent of Schools and delegate to the Superintendent the task of writing, or causing to be written, a job description for the position.

The Board wishes the Superintendent to maintain a comprehensive, coordinated set of job descriptions which set forth clear-cut responsibilities for all positions so as to promote harmony and efficiency in school operations.

Although positions may remain temporarily unfilled, only the Board may abolish a position it has created.

Legal Reference:

Regulations of the Commissioner, Part 80, 100

Source: NSBA

Replaces former policies GCA, GCD and GCD-R

Administrative Regulations: RECRUITING AND HIRING

9240-R

I. Hiring Procedures for Professional Personnel

A. Establish a Need: Principal/Supervisor > Assistant Superintendent > Superintendent:

1. Positions mandated by state or federal government;
2. Contractual requirements;
3. Newly-established positions;
4. Vacancies due to resignations, death or retirement;
5. Vacancies due to leaves of absence - these would be filled by regular substitutes;
6. Establish availability of funding with School Business Administrator.

B. Determine Criteria: Principal/Supervisor and Assistant Superintendent

1. Certification that is required;
2. Additional certification that is preferred;
3. Experience specific, such as previous employment and number of years;
4. Experience related, such as private practice, camp, tutoring, etc.;
5. Educational preparation, both undergrad and graduate, in-service credits, workshops;
6. Additional experiences of value, such as travel, hobbies;
7. Additional skills that would benefit the person's job performance.

C. Recruitment: Assistant Superintendent

1. Contractual requirements;
2. Eligible in-house candidates;
3. Local resources;
4. Applications on file: All candidates for professional positions will have applications on file in the personnel office;
- * 5. College Placement Services;

* 6. Newspaper advertisements.

* Optional

- * D. Ad Hoc Selection Committee: (As needed, Assistant Superintendent)
 - 1. Paper screen applications;
 - 2. Select those for interview;
 - 3. Informal reference check.
- E. Interview Process: > Principal/Supervisor > Assistant Superintendent
 - 1. Job Description;
 - 2. Determine optimum characteristics;
 - 3. Construct questions and tasks that would best identify those characteristics;
 - * 4. Construct a rating system;
 - 5. Arrange for the interviews with Principal/Supervisor/Associate Superintendent: a. People; b. Place; c. Time
- F. Conduct Interviews:
 - 1. Plan the process: a. questioning format; b. Physical setting; c. Assignments;
 - 2. Post interview discussion and rating;
 - 3. Narrow selection.
- G. Formal Reference Check:
 - 1. Visit;
 - 2. Call;
 - 3. Written material.
- H. Second Interview:

Repeat steps "E" and "F" in more detail.
- I. Finalists meet with Superintendent.
- J. Final Choice:
 - 1. Make recommendations to Superintendent:
 - a. Reasons for selection; b. Salary; c. Status of Employment
 - 2. Offer the position (contingent upon Board of Education approval);
 - 3. Board of Education approval of Superintendent's recommendation.
 - 4. Inform unsuccessful candidates
- * Optional
- K. Administrative Details:
 - 1. Introductions;
 - 2. Orientation;
 - 3. Superintendent's Office;
 - 4. Personnel Office;
 - 5. Business Office.

II. Hiring Procedures for Non-Instructional Personnel

- A. Establish Need: Operational Manager > School Business Administrator > Superintendent: or Principal > > Assistant Superintendent > Superintendent
 - 1. Contractual requirements;
 - 2. Newly-established positions;
 - 3. Vacancies due to resignations, death, retirement;
 - 4. Vacancies due to leaves of absence (filled by substitutes);
 - 5. Establish availability of funding - School Business Administrator.

- B. Determine Criteria:
 - 1. Civil Service requirements;
 - 2. Skills required;
 - 3. Previous experience;
 - 4. Educational preparation;
 - 5. Additional skills which would benefit job performance.

- C. Recruitment: Assistant Superintendent
 - 1. Contractual requirements;
 - 2. Eligible in-house candidates;
 - 3. Local resources;
 - 4. Civil Service;
 - 5. Applications on file: All candidates for non-instructional positions will have applications on file in the personnel office;
 - * 6. Newspaper advertisements.

- D. Interview Process: Assistant Superintendent
 - 1. Paper screen applicants;
 - 2. Select candidates from applications on file in Personnel Office;
 - 3. Arrange interviews:
 - a. People; b. Place; c. Time

- E. Conduct Interviews:
 - 1. Assistant Superintendent, Executive Director for Finance and Operation, Principal/Supervisor,
 - 2. Post interview discussion and rating;
 - 3. Narrow selection.

- F. Formal Reference Check:
 - 1. Call;
 - 2. Written material.

- *G. Second Interview:
 - 1. Repeat steps "E" and "F" if necessary;
 - 2. All candidates may be required to meet with the Superintendent.

- H. Final Choice: Operational manager > Executive Director for Finance > Superintendent or Principal/Supervisor > Assistant

Superintendent

1. Make recommendations to the Superintendent: a. reason for selection; b. salary; c. status of employment;
2. Offer the position (contingent upon Board approval);
3. Civil Service paperwork;
4. Inform unsuccessful candidates.

I. Administrative Details:

1. Introductions;
 2. Orientation;
 3. Personnel Office;
 4. Business Office.
- Optional

Replaces Former Policies GCA, GCD & GCD-R

OLD/NEW BUSINESS:

STRATEGIC PLAN UPDATE

Trustee Thiel read the minutes of the September 13, 2011 Strategic Plan committee meeting (on file in the District Clerk's office). She added that the community engagement plans for 2011-2012 were also addressed.

COMMITTEES

Trustee Scarlatos noted that he thought he was no longer on the Strategic Plan committee and offered to be an alternate if someone would take his place. Trustee DeGaetano said she could be on the committee if meetings were held later.

Trustee Jennings read the facilities walk through minutes from the August building tours (on file in the District Clerk's office). She also noted that the bus garage sustained damage from the recent hurricane. Mr. Cacciola said that Belfor has been working on the repairs and that additional electric service, either through a utility pole on the premises or underground service, will be needed to bring the building up to code (at the architect stage with LIPA at this point). The new garbage truck will not be in district for at least another two weeks. In the mean time, a pickup truck is being used to transport garbage. Mr. Cacciola noted that there is a chronic water problem in the high school still. At this time its is unknown where it is originating but, it is being investigated. Facilities committee will meet a 4:00 on Thursday and will receive an overview of work needing to be done.

Trustee DeGaetano requested facilities goals be set and a monthly maintenance report be provided to the Board to keep them abreast of repairs, etc. Mr. Cacciola said that he would provide news and notes updates of projects being completed.

Mr. Cacciola provided the trustees with the results of the priority list. A timeline for Board presentations based on the list was provided. He said that on October 25, Mr. Bianco will offer a transportation update. The Board can determine if they want to put up a referendum (possibly at the end of January) to change the current transportation mileage limits to the state limits. Mr. Cacciola said that on November 21 BOCES will provide a more elaborate demographic study of declining enrollment. Dr. Palma requested that the trustees provide questions (to Amy Jones) that they would like answered regarding the nine period day to enable the panel to prepare for the meeting.

Trustee DeGaetano requested minutes of meetings that the Board does not currently receive i.e., Elementary Principal Council minutes, Secondary Principal Council minutes and Health and Safety minutes.

President Farrell shared thank you cards the Board received from several South Bay teachers for the flowers that the Board left for their first day of school.

STATEMENT OF RESIDENTS:

Resident Daienna Edmonds said that she supports not printing the calendar. However, many are unhappy with the lack of a calendar and she shared a calendar with the trustees and administrators that she said was printed relatively inexpensively. Alternatives to the district printing calendars were discussed including printing calendars as a fundraiser.

President Farrell said that over the summer the Town of Babylon has many concerts. He said he was happy to see a local very talented West Babylon band "Steakum Tuesday" perform at the Beach Blast.

Resident John Watt said he was disappointed that there will not be a calendar. He discussed other items such as the multiple mailings to the same homes which Dr. Palma explained has been minimized with the e-school data program. Dr. Palma said that district is also considering a virtual backpack on the website to eliminate bulk mailing. Mr. Watt discussed his displeasure with the bathroom issue on weekends since the buildings are closed. In response to Mr. Watt's dismay about the possibility of students walking in football uniforms from the high school to the junior high Mr. Cacciola said that this was never the district's expectation. However, Mr. Cacciola said that the district does expect parents to provide transportation for their children to home games. Mr. Watt also noted his disappointment that the students attending band camp in the summer did not have a place to eat or use the restrooms because the building was closed even though a custodian was in the building. Mr. Cacciola said that he was unaware that a custodian was in the building and that it was supposed to be only opened for the instrument pick up and drop off at the end of the day. He added that there is an external bathroom that should have been available.

Resident and former trustee Lucy Campasano said that she and the trustees recently received a letter knocking the Board of Education and the Superintendent and it was signed by a MaryEllen Smith. Mrs. Campasano said that she was unable to locate anyone by that name in the Town of Babylon and challenged the letter writer to speak with her in person. She said that not all decisions made by the Board are perfect however, she stands by every decision she made as a trustee. She added that decisions must be made based on information they have reviewed and that the public is not always aware of all of the information. In response to her question Mr. Cacciola said that Mrs. Campasano could get a budget schedule from Mrs. Jones the District Clerk. Mrs. Campasano said that the district should not consider changing the transportation limits and that if they attempt to she would personally start a petition to stop the change for the safety of the children.

In response to resident Kamilla Turner's question Mr. Cacciola said there is no transportation after 4:00 p.m. She discussed what she believed to be inconsistencies with financial information on the website. President Farrell said that the website will be reviewed to see if it is incorrect. Mrs. Turner asked for the cost of having afternoon transportation. Mr. Cacciola suggested she meet with Mr. Williams and he will address all of her concerns. Mr. Cacciola also explained that it is not that no one wants to answer Mrs. Turner's or any other resident's questions, it is often that the trustees and administrators do not know which questions will be asked and therefore do not have all of the answers readily at their fingertips. So, it is recommended that they meet with the proper staff member at a convenient time and have their questions answered.

Resident Kristen Catapano said that the district did not go green with the summer reading and math packets they just shifted the cost to the parents. She suggested the district look into a program that has web based responses for students. Dr. Palma said that at the junior and senior high level the district did this and it was later rejected due to possible "collaboration" efforts on the assignments.

In response to resident William Hill's statement Mr. Cacciola said that Mr. Hill's facts are inaccurate and that code 2110.1310 is not a "slush fund" and is a necessary fund for salary adjustments. In addition, the funds that may remain after all adjustments are made are then transferred to other codes.

In response to resident Lucy Campasano's question Mr. Cacciola said that the district was audited by the state and was not cited for budget transfers. This year's audit will be presented at the October 11 Board meeting.

Resident Lucy Campasano asked Mr. Cacciola if he knew what code was used by the Board of Education (in the 1970s). She asked if it was a "slush fund" that was used when the Board "bought out" the Superintendent's contract. Mr. Cacciola said he did not know which code was used and it was not a "slush fund".

In response to resident Noreen Wood's question, Mr. Cacciola said that the set tax rate would be the 6.46% approved by the taxpayers.

Trustee Scarlatos seconded by Trustee Jennings made a motion to Executive Session for matters of Negotiations and personnel at 10:23 pm.

The motion was **CARRIED** by all present

Trustee Bocca seconded by Trustee DeGaetano made a motion to adjourn at 11:10 p.m.

The motion was **CARRIED** by all present

Attested to: _____
District Clerk