

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY - SEPTEMBER 14, 2010

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]
[8:30 P.M. - Public Session Resumes Beginning with Item #3]
3. Approval of minutes of previous meeting(s): Regular Meeting: August 24, 2010
4. Statement of the Board and/or Superintendent
5. Statement of West Babylon Teachers' Association Representatives
6. Statement of School Administrators' Association Representatives
7. Statement of C.S.E.A. Representatives
8. Statement of Student Association Representatives
9. Statement of PTA Council Representatives
10. Statement of Residents re: agenda items [15 minutes-limited to 3 minutes per speaker]*
11. Report of the Superintendent and/or Educational Presentation
12. Business Agenda [****Consent Agenda Items**]
 - A. **BOARD OF EDUCATION**
 - ** (R) Approval of Agencies to provide Health and Special Education Services for West Babylon School District Resident Students with Disabilities (Res. #BE-1)
 - ** (R) Authorization for Board of Education President to sign "Release" between Bank of America and the West Babylon School District (Res. #BE-2)
 - ** (R) Proclamation of 2010-2011 Employees Recognition Weeks (Res. #BE-3)
 - ** (R) Proclamation of 2010-2011 School Board Recognition Week (Res. #BE-4)
 - ** (R) Proclamation of 2010-2011 Parent Teacher Associations Recognition Week (Res. #BE-5)

B. PERSONNEL

- ** (R) 10-A-2 Board of Education
- ** (R) 10-P-5 Professional Personnel
- ** (R) 10-C-5 Civil Service Personnel (Res. #PE-1)

C. FINANCE

- ** (R) Budget Transfers (Res. #FI-1)
- ** (R) Special Aid Applications (Res. #FI-2 through Res. #FI-4)
- ** (R) Acceptance of Donations (Res. #FI-5 through Res. #FI-9)

13. Policy Review:

- A. Board Review - Medical Examinations (Second Time Discussion) (File:9310)
- B. Board Review - Family and Medical Leave (Second Time Discussion) (File:9520.2)
- C. Board Review - Assistant Superintendent for Human Resources (Second Time Discussion) (File:CBB)
- D. Board Review - Management Team (Second Time Discussion) (File:CCA EA)
- E. Board Review - Assistant Superintendent for Curriculum & Student Services (Second Time Discussion) (File:CDB)
- F. Board Review - Plant Facilities Administrator (Second Time Discussion) (File:CDD)
- G. Board Review - Director of Student Services (Second Time Discussion) (File:CDG)
- H. Board Review - Director of Language Arts & Testing (Second Time Discussion) (File:CDI)

14. Board of Education Committee Reports

15. Strategic Plan Update

16. Old Business

17. New Business

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.

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

REGULAR MEETING

BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY, SEPTEMBER 14, 2010

RESOLUTIONS

BOARD OF EDUCATION

**#BE-1

RESOLVED: that the following agencies are approved to provide Health and Special Education Services to parentally-placed West Babylon School District resident students with disabilities:

Adults and Children with Learning and Developmental Disabilities, Inc. (ACLD)

United Cerebral Palsy Association

**#BE-2

RESOLVED: that the President of the West Babylon Board of Education is authorized to sign the Release between Bank of America and the West Babylon School District.

**#BE-3

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 11-15, 2010 | School Lunch Personnel |
| November 15-19, 2010 | Supervisors & Administrators |
| January 3-7, 2011 | Paraprofessional Personnel |
| January 17-21, 2011 | School Nurses |
| “ | Occupational Therapists |
| “ | Physical Therapists |
| “ | Certified Occupational Therapy Assistant |
| January 31-February 4, 2011 | Building & Grounds and Security Personnel |
| April 25-29, 2011 | Administrative Professionals |
| May 2-6, 2011 | Teachers and Teaching Assistants |
| May 9-13, 2011 | Transportation Personnel |

**#BE-4

RESOLVED: that in accordance with National School Board Recognition Week, the West Babylon Schools Board of Education declares the week of **October 25-29, 2010, School Board Recognition Week**, to celebrate the public service of school board trustees.

**#BE-5

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 7-11, 2011 Parent Teacher Associations Recognition Week**.

PERSONNEL

**#PE-1

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

| | |
|---------------|-------------------------|
| <u>10-A-2</u> | Board of Education |
| <u>10-P-5</u> | Professional Personnel |
| <u>10-C-5</u> | Civil Service Personnel |

FINANCE

****#FI-1**

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

| Transfer Explanation & Account Description | Account Code | From | To |
|---|---------------------|------------------|------------------|
| Reconciliation of Substitute Codes | | | |
| | A2110.1400 | \$355,600 | |
| | A2110.1401 | | \$226,800 |
| | | | |
| | A2110.1300 | \$16,200 | |
| | A2110.1403 | | \$150,000 |
| | | | |
| | A2110.1402 | \$5,000 | |
| | TOTAL | \$376,800 | \$376,800 |

****#FI-2**

RESOLVED: that the Executive Directors and Assistant Superintendent are authorized to file application under the Educational Consolidation and Improvement Act, Title I, Part A, in the approximate amount of \$230,703 for the 2010-2011 school year.

****#FI-3**

RESOLVED: that the Executive Directors and Assistant Superintendent are authorized to file application under the No Child Left Behind Act for Title II, Part A, Teacher and Principal Training and Recruiting funds in the approximate amount of \$134,998 for the 2010-2011 school year.

****#FI-4**

RESOLVED: that the Executive Directors and Assistant Superintendent are authorized to file application under the No Child Left Behind Act for Title III, Part A, LEP (Limited English Proficient) in the approximate amount of \$17,323, for the 2010-2011 school year.

***FI-5

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$2,200.00, from Mr. Anthony Cacciola. The donation will be used to cover the cost of food and refreshments served at the district's 2010 Superintendent's Conference Day held on September 2, 2010.

***FI-6

RESOLVED: that the West Babylon Board of Education gratefully accepts the following donation from Mr. Steve Troyano (West Babylon graduate) on behalf of Nickerson Corporation:

Two (2) New HON Black Fabric Guest Chairs

The chairs are to be used in the Main Office at South Bay School.

***FI-7

RESOLVED: that the West Babylon Board of Education gratefully accepts the following donations:

\$70.00 from Mr. Justin Serina
\$100.00 from Mr. Sean M. McGowan
\$18.00 from Ms. Pamela C. Schwartz
\$20.00 from Ms. Stephanie Glasgall

The donations are proceeds from a recent fundraising event which was facilitated by Mr. Serina to benefit South Bay School. The donations are to be deposited into the West Babylon Trust and Agency account and earmarked for South Bay School Relief.

***FI-8

RESOLVED: that the West Babylon Board of Education gratefully accepts the following donation:

\$150.00 from Babylon Village Girl Scouts Troop 1238

The donation is proceeds from a recent fundraising event which was facilitated by Troop 1238 Troop Leader, Mrs. Karen Kunkel, to benefit South Bay School. The donation will be deposited into the West Babylon Trust and Agency account and earmarked for South Bay School Relief.

**#FI-9

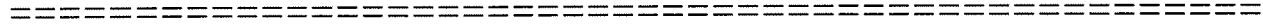
RESOLVED: that the West Babylon Board of Education gratefully accepts a donation from the John F. Kennedy School's Fifth Grade Class of 2017 in the amount of \$1,463.04. The donation will be deposited into John F. Kennedy School's Trust and Agency account.

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - SEPTEMBER 14, 2010

PERSONNEL

| | | |
|----------------|---------------|-------------------------|
| (R) Schedules: | <u>10-A-2</u> | Board of Education |
| | <u>10-P-5</u> | Professional Personnel |
| | <u>10-C-5</u> | Civil Service Personnel |



BOARD OF EDUCATION SCHEDULE

I. Board of Education Schedule 10-A-2

- A. 2010-2011 Physicians/Technicians

PROFESSIONAL PERSONNEL SCHEDULE

II. Professional Personnel Schedule 10-P-5

- A. Family Medical Leave
- B. Probationary Appointment
- C. Regular Substitute Appointment
- D. Additional Sections HS/JH
- E. Fall, 2010 Coaches
- F. Fall, 2010 Student Teachers/Observers
- G. 2010-2011 Per Diem Substitutes

CIVIL SERVICE PERSONNEL SCHEDULE

III. Civil Service Personnel Schedule 10-C-5

- A. Guard Hourly Rate Increase
- B. Probationary Appointment

SCHEDULE 10-A-2, Board of Education Schedule

Date of Meeting: September 14, 2010

Page 1 of 4 pages.

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

Medical Coverage for Home Football Games:

Dr. Anthony Cappelino and Associates

-\$0.-

7/1/10-6/30/11

Shoreline Orthopedics

Emergency Medical Technicians:

First Pulse CPR

\$100.
(maximum per game)

7/1/10-6/30/11

SCHEDULE 10-P-5, Professional Personnel Schedule

Date of Meeting: September 14, 2010

Page 2 of 4 pages.

| NAME | POSITION | SCHOOL/ AREA | STEP/ SALARY | BEG/END APPT. | COMMENTS |
|------------------------------------|---|-------------------------|--|--|----------------------|
| Fitzgerald, Allyson | Elementary Tchr. | SA | | 9/20/10 - | Family Medical Leave |
| Ritacco, Joseph | Teaching Assistant | HS | Step TA-1-1/ \$27,975. (prorate) | 9/15/10 | Probationary Appt. |
| Koentje, Nicholas | Regular Substitute/ Teaching Assistant | JH | Step TA-1-1/ \$27,975. (prorate) | 9/15/10-6/30/11, or sooner at district's discretion | |
| <u>Additional Sections:</u> | | HS | | 2010-2011 | |
| Anderson, Gordon | Physics (.1) | | \$8,136.90 | | |
| Hansen, Kevin | Physics (.1) | | \$8,393.40 | | |
| Konopa, Kenneth | Chemistry (.1) | | \$9,162.90 | | |
| | | JH | | 2010-2011 | |
| Garland, Elizabeth | Home/Careers (.1) | | \$11,380.80 | | |
| Jensen, Robin | Home/Careers (.1) | | \$6,527.70 | | |
| Shepard, June | Home/Careers (.1) | | \$10,692.30 | | |

SCHEDULE 10-P-5, Professional Personnel Schedule

Date of Meeting: September 14, 2010

Page 3 of 4 pages.

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

Coaches:

Fall, 2010

| | | | | | |
|---------------------|---------------|--------------|----------|--|-----------|
| Mandriota, Jennifer | JHS Head | Field Hockey | \$3,987. | | |
| Kunzig, William | JHS Head | Tennis(G) | \$3,987. | | |
| Ritacco, Joseph | Varsity Asst. | Football | \$0 | | Volunteer |

Student Teachers/Observers:

Fall, 2010

| | | | | | |
|---------------------|----------------|----|--|--|--|
| De' Angelo, Jessica | Special Ed. | JK | | | |
| Farren, Megan | Social Studies | HS | | | |
| Rheel, Jennifer | Elementary | TA | | | |

Per Diem Substitutes:

2010-2011

| | | | | | |
|-------------------|--|----|--------------|-----------|--------|
| Goldstein, Anitra | | SB | \$279.77/day | | Speech |
| Flood, Tara | | DW | \$90./day | 2010-2011 | |

SCHEDULE 10-C-5 Civil Service Personnel Schedule

Date of Meeting: September 14, 2010

Page 4 of 4 pages.

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

The hourly rate for guards is increased to \$16./hr. retroactive to July 1, 2010.

| | | | | | |
|-----------------|-------------------|----|-----------------------------------|---------|--------------------|
| Cagnina, Cosimo | Custodial Wrkr. I | JK | Step 1/ \$35,821. (prorate) | 9/15/10 | Probationary Appt. |
|-----------------|-------------------|----|-----------------------------------|---------|--------------------|

WEST BABYLON UNION FREE SCHOOL DISTRICT

REGULAR MEETING - BOARD OF EDUCATION - TUESDAY - SEPTEMBER 14, 2010

POLICY

- A. Board Review - Medical Examinations (Second Time Discussion) (File:9310)
- B. Board Review - Family and Medical Leave (Second Time Discussion) (File:9520.2)
- C. Board Review - Assistant Superintendent for Human Resources (Second Time Discussion)
(File CBB)
- D. Board Review - Management Team (Second Time Discussion) (File:CCAEA)
- E. Board Review - Assistant Superintendent for Curriculum & Student Services
(Second Time Discussion) (File:CDB)
- F. Board Review - Plant Facilities Administrator (Second Time Discussion) (File:CDD)
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- H. Board Review - Director of Language Arts & Testing (Second Time Discussion)
(File:CDI)

PHYSICAL AND MENTAL EXAMS

The Board of Education seeks to provide a healthful and safe working environment for the total school community. The Board employs individuals who have physical and mental capacity which will enable such employee to reasonably perform the duties required of the position, and to assure that all employees have a standard of health that will contribute to the safe, healthy and efficient performance of work.

Medical Examinations

The Board requires that all job offers be conditioned upon a satisfactory medical evaluation, and all probationary employees who are eligible for tenure, as well as employees recommended in writing by their supervisor, undergo a medical exam by their own physician or by the school physician. Failure to undergo a required medical exam is grounds for disqualification or dismissal.

No applicant or employee will be discriminated against because of any disability or speculation that such person's future health would be at risk in performing his/her duties. Inability to perform the essential functions of the job with or without reasonable accommodation may be grounds for disqualification or dismissal

Adoption Date:

FAMILY AND MEDICAL LEAVE

Consistent with the federal Family and Medical Leave Act (FMLA) of 1993 as amended, the Board of Education recognizes the right of eligible employees to unpaid family and medical leave for up to twelve (12) workweeks during any twelve (12) month period. The Board shall ensure that all eligible employees who use such leave shall have their health benefits continued and shall be returned to an equivalent position according to established Board practices, policies and collective bargaining agreements.

To be eligible for FMLA an employee must have been employed for at least twelve months and have worked at least 1,250 hours during the prior twelve months.

FMLA leave shall be granted for the following reasons:

- 1. the birth and care of a newborn child of the employee;*
- 2. the adoption or foster placement of a child;*
- 3. to care for an employee's spouse, parent, or child with a serious health condition;*
- 4. due to a serious health condition that makes the employee unable to perform the essential functions of the employee's job;*
- 5. for a qualifying exigency as defined in law and regulation, arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.*

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to a total of 26 workweeks of unpaid leave in a single 12-month period to care for the service member who is seriously ill or injured in the line of duty.

An employee may elect, or the district may require, an employee to use accrued paid vacation, personal or family leave for purposes of an FMLA leave. An employee may elect, or the district may require, an employee to use accrued vacation, personal, or medical/sick leave for purposes of a medical leave.

The employee shall notify the district of his/her request for leave, if foreseeable, at least 30 days prior to the date when the leave is to begin. If such leave is not foreseeable then the employee shall give such notice as is practical. The district may require a certification from a health care provider if medical leave is requested. When an employee returns following a leave, he/she must be returned to the same or equivalent position of employment. The Superintendent of Schools or designee may reassign a teacher consistent with the teacher's agreement to a different grade level, building or other assignment consistent with the employee's certification and tenure area.

The Board shall ensure that FMLA is provided to all eligible employees, unless they are covered by a collective bargaining agreement which provides greater leave benefits than this Act.

The district shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning enforcement of the law.

Ref: 29 U.S.C. §§ 207, 2601, 2611, 2612, 2613, 2614, 2618, 2619.
29 CFR 825.110, 825.309, 825.600, 825.603, 825.800.

*Replaces in whole or in part former policy GCBF
Adoption date:*

Executive Director [Assistant Superintendent] for Human Resources**File: CBB**

The 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 *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]. [Co-chairperson of the District Software Selection Committee.]
28.[29] [Serves as chief district resource person in bargaining with all employee units]. *Serves as a key member of the district's negotiating team.*
29[30] Assists in the implementation of the grievance procedures as specified in respective contracts.
30[31]. Member of the Labor Management Council which meets to resolve employee related issues.
31[32]. Assists labor counsel and attends arbitrations related to employee contracts.
32[33.] 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]. [Supervises the Senior Guard in the management of security services, health & safety, and emergency preparedness.]
- [7]. [Supervises the Director of Health, Physical Education, and Athletics]
6. *Serves as the district's student residency officer.*
7. *Responsible for the preparation, submission and utilization of federal and state grant funding.*
10. *Responsible for and involved in the preparation of human resource reports in conjunction with the Superintendent and district administrative leaders.*
11. *Assists the Superintendent in the supervision of principals, directors and district-wide coordinators.*
- 12 [8]. Assumes other responsibilities as assigned by the Superintendent of Schools.

Adopted: 04/18/00

Revised: 03/31/08

DRAFT

Second Time Discussion 09/14/10

Management Team

File: CCAEA

In order to provide continuity in decision making and sharing of information, in the absence of the Superintendent of Schools, refer matters to the Assistant Superintendent for Curriculum & Student Services. In the absence of both, refer matters to the [Assistant Superintendent] *Executive Director* for Human Resources. In the absence of all three, refer matters to the *Executive Director* [Assistant Superintendent] for Finance *and Operations*.

Cross Reference: File CCAE

Adopted: 9/14/92
Revised: 4/26/93
Revised: 10/27/97
Revised: 2/5/07
Revised: 3/31/08

Assistant Superintendent for Curriculum and Student Services**File: CDB**

The Assistant Superintendent is continually involved in promoting those practices which are both educationally sound and of maximum value to the students of West Babylon. To achieve those goals, it is incumbent upon the Assistant Superintendent that specific responsibilities be noted as follows:

1. Administrative Responsibilities

- (a) To assist the Superintendent and the Board of Education in formulating policy related to instruction, curriculum, and student services.
- (b) To offer the services of the curriculum center to members of the elementary and secondary staffs in all endeavors related to instruction, curriculum awareness, student services, change or innovation.
- (c) To coordinate the effective functioning of district-wide curriculum activities.
- (d) To cooperate with, and to assist wherever and whenever possible, those involved in the planning of school buildings to meet educational needs.
- (e) To assist the Superintendent, [Associate Superintendent] *Executive Director for Human Resources* and building principals in matters pertaining to teacher selection, assignment, and evaluation.
- (f) To be responsible for and involved in the preparation of reports in conjunction with the Superintendent and district administrative leaders.
- (g) To assist in the supervision and in the development of a functional, realistic, and effective testing program.
- (h) To arrange for some of the teacher and administrator visitations within and without the district.
- (i) To assist in the development of, and to promote the use of, professional behavior within the district.
- (j) To oversee the special education and other student services responsibilities undertaken by the Director of Student Services [and Testing].
- (k) To serve as a member of the district's negotiations team.
- (l) To organize and interpret customer satisfaction data for review by various committees and employee teams.
- (m) To oversee all matters related to the annual school calendar publication, the yearly development and purchase of the [grades 3-12] student organizers, review/approval of K-12 purchase requisitions and field trips, the proofing of all district newsletters, [the four-year] evaluations of each instructional program, the annual School Report Cards data, the

annual School District Report Card data, the annual Similar Schools Report, [the annual Public School Performance Report,] and any other tasks which the Superintendent identifies.

- (n) *To oversee the athletics responsibilities undertaken by the Director of Health, Athletics and Physical Education and the technology responsibilities undertaken by the Coordinator of K-12 Student Data and Instructional Technology*
- (o) *To assist the Superintendent in the supervision of principals, directors and district-wide coordinators.*

2. **Instructional Responsibilities**

- (a) To foster awareness and understanding as to goals and purposes between and among elementary and secondary school units.
- (b) To work with those involved with continuous evaluation in the area of curriculum.
- (c) To promote and to work with those activities designed to encourage professional growth and continuous awareness of educational responsibilities, such as in-service workshops, committee selection, and study groups.
- (d) To cooperate with, and assist building principals in instructional, curricular *and* student services problems.
- (e) To visit, observe, and aid staff members and faculty teams in the solution of instructional problems as well as to foster continuous and positive classroom activities.
- (f) To promote innovation and/or change in procedure and offerings when necessary.
- (g) To assist the Superintendent, *Executive Director for Human Resources* and building principals in the orientation program for new teachers.
- (h) To provide an awareness of local, state, and nationwide educational activities.
- (i) To insist upon those activities which stress value for optimal student learning, an understanding and respect for the uniqueness and dignity of the individual, an awareness of heritage, and an emphasis upon the maximum use of the intellect within the areas of each discipline.
- (j) To assist in the preparation of district conference days.

3. **Responsibilities Involving Materials**

- (a) Through professional and lay committee action, to assist in the writing of courses of study and curriculum guides that are consistent with Board of Education expectations and are current, appropriate and aligned with State Education Department requirements.
- (b) To encourage research, and to make available the findings of educational research.

- (c) To evaluate and recommend texts and other printed materials.
- (d) [To cooperate with those intimately involved in testing, and in the selection and use of standardized tests.] *To serve as liaison to the district's public relations firm.*

4. **Responsibilities Involving Community Relations**

- (a) To interpret educational programs and curriculum for the general public.
- (b) To counsel and advise on educational problems.
- (c) To promote school use of community resources.
- (d) To serve as chairperson of the Good Scholarship Association.

5. **Personal Responsibilities**

- (a) To promote those qualities which foster the dignity of students and employees in every respect.
- (b) To continue to grow professionally.
- (c) To believe in and work in behalf of the young people of our community.

6. **General**

- a) Accepts other assignments from the Superintendent of Schools.

Adopted: Unknown
Revised: 06/08/98
Revised: 03/13/00

Plant Facilities Administrator

File: CDD

The Plant Facilities Administrator *reports to the Executive Director for Finance and Operations* and shall be responsible for, and in charge of the operation and maintenance of all school buildings, grounds, and equipment. His duties and responsibilities include the following:

1. Offering suggestions and recommendations for economical as well as essential improvements of the entire school plant.
 2. Direction of all the custodial staff in carrying out good planning for the efficient and economical operation and maintenance of the properties of the West Babylon School District.
 3. Assignment of work to custodial staff of each school, and, when necessary, assigning employees from one area or building to work in another, depending on the type of skill required.
 4. Scheduling and planning of alterations and repairs to be carried out during vacation periods.
 5. Inspecting and otherwise exercising control over repairs and alterations and improvements by outside contractors, on behalf of the Board of Education.
 6. Maintenance of all essential records and making necessary reports, such as sick leaves, overtime, and vacation schedules for all personnel under his/her supervision, with the approval of the Superintendent of Schools.
 7. Maintaining records pertaining to inventories, purchases, requisitions, supplies, and expenditures, etc.
 8. Requisition and distribution of maintenance supplies and materials.
 9. Presentation of any additional personnel for custodial or maintenance positions for approval of the [Associate Superintendent] *Executive Director for Finance and Operations* and the Superintendent of Schools.
- [11.] 10. Directing and supervising the district maintenance crew.
- [12.] 11. Supervision of the issuance of permits for use of district facilities.
12. *Oversees the management of security services, health & safety, and emergency preparedness.*
- [10.] 13. Additional duties as may, from time to time, be directed by the Superintendent of Schools.

Adopted: Unknown

Revised: 05/28/97

Revised: 04/12/99

Revised: 03/31/08

Director of Student Services**File: CDG**

The Director of Student Services reports to the Assistant Superintendent for Curriculum and Student Services for the functions listed below and other essential responsibilities assigned by the Superintendent and/or the Assistant Superintendent.

[Student Services Responsibilities]

1. [(a)] Reports to the Assistant Superintendent for Curriculum and Student Services.
2. [(b)] Coordinates the district's special services, including special education, speech, occupational and physical therapy, psychological, learning disabilities, and attendance, and works cooperatively with the [Associate Superintendent for Personnel] *Executive Director for Human Resources* in the recruitment and selection of personnel for these special services.
3. [(c)] Coordinates the district's special education, BOCES, and other program placements for pupils whose special needs cannot be provided for by the district, including testing, evaluation, transportation, and other unique requirements.
4. [(d)] Acts as Chairperson of the district's Committee on Special Education.
5. [(e)] Coordinates the preschool programs in conjunction with the Chairperson on the Committee on Preschool Education.
6. [(f)] Acts as the district's compliance coordinator for Section 504 of the Rehabilitation Act of 1973.
7. [(g)] Coordinates the activities of the District Social Worker's office.
8. [(h)] Coordinates the work of the district's medical doctors in relationship to special education mandates.
9. [(I)] Engages in synergetic supervision with respect to lesson observations and summative evaluations for personnel providing special education services.
10. [(j)] Meets regularly with all K-5 special educators, secondary special education chairpersons, CSE/CPSE Chairpersons, and pupil personnel staff.
11. [(k)] Serves as liaison to [SEPTA (Special Education Parent Teacher Association)] *District Committee for Special Services*.
- [(l)] [Serves as the district's student residency officer.]
12. [(m)] Serves as Title IX officer regarding all allegations made against students.
13. [(n)] Accepts other assignments that may be identified by the Superintendent.

Adopted: 08/18/97

Revised: 03/13/00

Director of Language Arts and Testing**File: CDI**

The Director of Language Arts and Testing provides leadership and direction for the K-12 language arts *and* ESL programs, as well as testing, the [gifted] *S.A.I.L.* program, home [instruction applications] *schooling*, *district-wide professional development in literacy and grant opportunities in literacy and ESL* [Recipe for Reading services,] while working cooperatively with principals and district administration. The Director reports to the Assistant Superintendent for Curriculum and Student Services for the functions listed below and other essential functions as assigned by the Superintendent.

RESPONSIBILITIES:**A. The Director of Language Arts and Testing ensures:**

1. District compliance with New York State and Federal laws governing the provisions of language arts *and* ESL.
2. The timely notification of a child's requirement for supplemental remediation */AIS and ESL* services.
3. The timely coordination and review of student progress on the *West Babylon Early Literacy Profile*, *NYS ELA Testing Program for Grades 3-8*, *English 11 Regents*, and the *NYSESLAT* [CTBS].
4. The development of *literacy action* [tutorial] plans which include annual goals and short-term objectives *for ELA and ESL*.
5. The [annual] review of all *AIS incoming grades 1-5* students [ages 5-21, residing in the West Babylon School District] for placement in *ELA* summer school *when offered*.
6. The maintenance and updating of all confidential files.

B. Personnel

The Director supervises the reading teachers, [Recipe for Reading tutors], *reading teacher assistants* and all language arts *and* ESL instructors. The Director engages [pupil personnel services] *language arts and ESL* professionals in the analysis of student progress in reading, *language arts and language acquisition* and does synergetic supervision of lessons.

C. Language Arts and ESL

1. *Coordinate and* Function as the supervisor of the language arts and ESL programs, K-12.
2. Coordinate the *K-8* reading program with the reading teachers and school principals.
3. Ensure the scope and sequence of the language arts curriculum, including K-12 reading and the [Recipe for Reading] *AIS* program.
4. Coordinate the *administration and scoring of the West Babylon Early Literacy Profile*, the *OLSAT*, the *New York State ELA Testing Program grades 3-8* and the *NYSESLAT* [New York State standardized testing in the language arts].
5. Keep abreast of and report trends in language arts instruction [to principals, teachers, and parents].
6. Support the use of technology in the district's language arts *and* ESL classrooms.
7. Support continuous improvement in student performance as reflected in reading and writing efforts in grades K-12.
8. Coordinate the language arts program evaluations, grades K-12.
9. [Help] *Assist* language arts teachers develop *ELA action plans and design literacy learning experiences and curriculum* [work plans].
10. *Assist ESL teachers to develop learning experiences and curriculum to increase student achievement in language acquisition and achievement in literacy.*
- [10] 11. Work toward the development of [rubrics for portfolio] *assessment tools for literacy and ESL classrooms.*

[11] 12. Be familiar with all regulations relating to the language arts *and* ESL.

[12] 13. Sit as a member of the *Superintendent's Management Council (SMC)*, Superintendent's Management Team (*SMT*), and the *Superintendent's Quality Review Council (SQRC)*.

[13] 14. Any other related duties assigned by the Superintendent.

D. Testing

1. Monitor state and district-imposed standardized programs and provide leadership in the analysis and interpretation of data for program improvement.

2. Compile data and research about the district in order to improve services delivered to the students.

3. Work with building and central administrators, as well as with teachers, in monitoring student progress in reading *language arts and ESL*.

4. Organize and analyze student progress in [CTBS tests by district-wide grade level, by school grade level, and by classroom] *NYS grades 3-8 ELA, NYSESLAT and ELP assessments by district-wide grade level and school grade level*.

5. *Collaborates with the High School Principal to Analyze the results of the SAT, ACT and English Regents examination [score achievement and provide intervention plans to raise student performance].*

[6. Analyze *English 11* Regents examination achievement at the passing and mastery levels and provide intervention plans to raise student achievement].

6.[7.] Assist in coordinating [LEAP reports with the State Education Department] *ELA and ESL data reports for NYSED and district-wide purposes..*

E. [Gifted] S.A.I.L. Program

1. Serve as the Chairperson of the selection committee.

2. Provide timely selection feedback to parents of nominees.

3. *Supervise the S.A.I.L. Parent Orientation and instructional programs.*

4. *In conjunction with the Assistant Superintendent for Student Services, monitor efficient use of allocated funds.*

F. Home Instruction Applications

1. Provide appropriate information and timelines to parents making application for home schooling.

2. Conduct reviews of the quarterly reports submitted by parents to ensure compliance with the Regulations of the Commissioner of Education.

3. *Maintain records for the district related to home schooling.* [Facilitate compliance with NYSED standardized testing requirements].

G. Professional Development in Literacy

1. *In conjunction with the Assistant Superintendent for Curriculum and Student Services and the Executive Director for Human Resources, coordinate and oversee K-12, job-embedded professional development in literacy and ESL during the school year and Summer Academy for Teachers of Excellence, including the district-wide Reflective Pathway Listserv/Collegial Circle.*

2. *In conjunction with the Assistant Superintendent for Curriculum and Student Services and the Executive Director for Human Resources, coordinate and oversee K-12 grant opportunities in ESL and Literacy (Title III, plus competitive state and local grants).*