

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 14, 2010, in the LGI of the Senior High School.

Those present: Trustees Wendy DeGaetano, Patrick M. Farrell, Carmine Galletta, Kathleen Jennings, Diane Klein, Jerry Nocera, Peter Scarlatos and Diane Thiel. Trustee(s) Lucy Campasano was absent.

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

The President opened the meeting at 7:00 and led those present in the salute to the flag.

Trustee Jennings seconded by Trustee Scarlatos made a motion to go into Executive Session at 7:02 pm. to discuss personnel and legal matters.

The motion was **CARRIED** by all present.

The public portion began at 8:30 pm.

Trustee Nocera seconded by Trustee Jennings made a motion to approve the minutes of the regular meeting of August 24, 2010

The motion was **CARRIED** by all present

Statement of the Superintendent and/or Board of Education:

Mr. Cacciola said that during the August 10 Board of Education meeting's presentation regarding assessment scores it was noted that a few of the district's schools did not meet NYSED's AYP. Since that meeting, NYSED has revised the cut and based on this, all district schools made AYP in all areas district-wide and all buildings are in good standing. He added that the district's ranking in the Town of Babylon has not changed because all districts received the change to the cut. Mr. Cacciola stated that the strategies for improvement that had been recommended at the last meeting by the building principals will continue to be implemented.

Mr. Cacciola encouraged attendance at the second annual Alumni Association Hall of Fame Dinner will be held on October 2, 2010 — 6:00 p.m. at the Galaxy in Lindenhurst. The price for the dinner is \$50.00 per person. This year's inductees are: Justice Ralph Costello, Thomas McAteer, H. Austin Sheldon, Jr., Thomas Teufel and Charles Thompson.

Statement of West Babylon Teachers Association:

WBTA Secondary Vice President Thomas Leonbruno said that the teachers are looking forward to working with administration and the Board of Education in a challenging new school year.

Statement of West Babylon Administrators' Association:

None

Statement of CSEA Representative:

None

Statement of Student Association Representative:

None

Statement of PTA Council Representative:

None

Statement of Residents:

Resident William Hill requested the descriptions of budget transfers be included on the agenda.

Superintendent's Report/Educational Presentation:

Mr. Cacciola was pleased to announce that the district has a building permit for South Bay School. He added that much demolition and ordering of materials for construction has been occurring.

CONSENT AGENDA

Trustee Jennings seconded by Trustee Scarlatos made a motion to approve the **Consent Agenda and Addenda #BE-6, #PE-2 and #CU-1.**

The motion was **CARRIED** by all present

#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**.

#PE-1

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

- 10-A-2 Board of Education
- 10-P-5 Professional Personnel
- 10-C-5 Civil Service Personnel

SCHEDULE 10-A-2, Board of Education Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<u>Medical Coverage for Home Football Games:</u>				7/1/10-6/30/11	
Dr. Anthony Cappelino and Associates			-\$0.-		Shoreline Orthopedics
<u>Emergency Medical Technicians:</u>			\$100.	7/1/10-6/30/11	
First Pulse CPR			(maximum per game)		

SCHEDULE 10-P-5, Professional Personnel Schedule

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	
Additional Sections:		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		
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

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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The hourly rate for guards is increased to \$16./hr. retroactive to July 1, 2010.

SCHEDULE 10-C-5 Civil Service Personnel Schedule

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Cagnina, Cosimo	Custodial Wrkr. I	JK	Step 1/ \$35,821. (prorate)	9/15/10	Probationary Appt.

#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.

ADDENDA

#BE-6

RESOLVED: that the West Babylon Board of Education hereby waives the facilities use fees and requirements for the following organizations:

Long Island Gay Men's Chorus

Use of Senior High School Music Room for the purpose of rehearsals on Wednesdays from 7:00 PM to 10:00 PM (except school holidays) from September 15, 2010 to December 15, 2010 and February 9, 2011 to June 22, 2011.

SAFE (School Afternoon Fun and Education Program)

Located at Santapogue Elementary School, after school hours, during the 2010-2011 school year.

SCOPE (Suffolk County Organization for the Promotion of Education)

Various educational events which take place during the 2010-2011 school year.

Suffolk's Edge Teacher's Center (BOCES)

Various educational events which take place during the 2010-2011 school year.

#PE-2

RESOLVED: that the attached personnel schedules are approved:

10-P-5A(a) Professional Personnel

SCHEDULE 10 -P-5A, Professional Personnel Schedule

ADDENDUM (a)

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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Coppola, Kathleen	School Nurse Tchr.	JK/SB		12/8/10-6/30/11	Leave of Absence [1st request]
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SCHEDULE 10 -P-5A, Professional Personnel Schedule

ADDENDUM (a)

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Simone,Linda	English Tchr.	HS	Step A-1-1/ \$46,629. (prorate)	9/15/10	Probationary Appt.
Chairperson: Sullivan,Mary	Special Ed. Dept.	JH	\$5,001.	2010-2011	[repl. T. Leonbruno]
Club & Advisor: Carozzo,Diane	Newspaper	JH	\$2,244.	2010-2011	[stipend correction]
Alternative Evening High School:			\$33.83/hr.	2010-2011	
Cohen,Lauren	Social Studies				
Jonasson,Christopher	"				
Parrington,Sandra	"				
TBD	English				
Wheeler,Melissa	Mathematics				
Konopa,Kenneth	Science				
Axelson,Gregory	Phys.Ed./Health				
Carson,Jeffrey	School Media				
Satriano,Paul	Guidance Counselor				

The following coach position is established effective 9/15/10:

(1) Varsity Head Gymnastics \$4,962.

Coaches:

Curio,Jennifer	Varsity Head	Gymnastics	\$4,962.	Fall, 2010
Doherty,Daniel	JHS Head	Football	\$4,242.	
Mazzapelle,Melissa	Varsity Asst.	Soccer(G)	\$4,654.	
TBA	Varsity Head	Golf(G)	\$4,962.	Spring, 2010

Per Diem Substitute:

Curio,Jennifer DW \$90./day 2010-2011

#CU-1

RESOLVED: that the West Babylon Board of Education endorses the establishment of an Art Honor Society at the West Babylon Senior High School. This group will be affiliated with the National Art Honor Society. A faculty advisor is approved to oversee this club.

POLICY REVIEW:

Trustee Jennings seconded by trustee Nocera made a motion to change wording in policy 9520.2 Family Medical Leave by replacing the list of reasons for approval of an FML to "FMLA leave shall be granted for such reasons as permitted by law, regulation or negotiation".

The motion was **CARRIED** by all present

Trustee Jennings seconded by trustee DeGaetano made a motion move the policies (with the change to policy 9520.2) to third time adoption .

The motion was **CARRIED** by all present

Files:

9310 – Medical Examinations

Files (cont'd)**9520.2** – Family and Medical Leave**9520.2 – R** – Family and Medical Leave (administrative regulations)**CBB** – Assistant Superintendent for Human Resources**CCAEA** – Management Team**CDB** – Assistant Superintendent for Curriculum & Student Services**CDD** – Plant Facilities Administrator**CDG** – Director of Student Services**CDI** – Director of Language Arts & Testing**PHYSICAL AND MENTAL EXAMS****9310**

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****9520.2**

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

Family and Medical Leave

File: 9520.2

Family leave is available when a child is born to the employee, adopted by an employee or one is placed with the employee for foster care. Medical leave is available in order for the employee to take care of a spouse, child, parent who has a serious health condition, when the employee has a serious health condition rendering him/her unable to perform the functions of the employee's job. Military caregiver leave is available to employees who are family members of covered service members with a serious illness or injury incurred in the life of duty on active duty. Military caregiver leave is a special entitlement that allows the employee to extend FMLA leave to 26 workweeks. Qualifying exigency leave is available to employees when a family member is called to active duty in support of a contingency operation.

A child shall include any individual whether biological, adopted, a foster child, a stepchild, a legal ward, or a child standing in loco parentis who is under eighteen years of age or, if over eighteen, is incapable of self-care due to a mental or physical disability. A parent shall include the biological parent of the employee or an individual who stood in loco parentis to the employee when he/she was a child. Next of kin shall mean the nearest blood relative other than spouse, parent, son, and/or daughter, as defined in federal regulation.

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

Family leave must be taken within one year of the birth or placement of the employee's child. If both spouses are employed by the district, the combined amount of leave for family leave or medical leave may be limited to twelve weeks.

Notice to Take Leave

The employee shall notify the district of his/her request for family or medical leave at least 30 days prior to the date when the leave is to begin, when such leave is foreseeable. If such leave is not foreseeable then notice shall be given as early as is practical. If the employee requests medical leave, reasonable attempts shall be made to schedule treatment so as not to disrupt the district's operations.

Employees, absent unusual circumstance, must comply with the district's usual and customary notice and procedural requirements for requesting leave.

Intermittent Leave

An employee who requests family leave, shall not be provided intermittent leave or a reduced leave schedule unless the employee and district mutually agree. Intermittent leave may be provided for medical leave, however, the district may transfer the employee to a comparable position if it will better accommodate such intermittent periods of leave. For instructional employees who request medical leave and it is foreseeable that the medical treatment shall cause the employee to be on leave for more than 20% of the total number of working days in the period of leave, the district may require the employee to take a block of time or to transfer to an equivalent position for which the employee is qualified, but which better accommodates intermittent periods of leave.

Military Leave: Leave Related to Active Duty or a Call to Active Duty

If the necessity for leave because of a qualifying exigency arising from the fact that a family member is on active duty or has been notified of an impending call to active duty is foreseeable, the employee shall give such notice to the district as soon as is reasonable and practicable.

The School Board may require that a request for leave because of a qualified exigency arising from the fact that the employee's spouse, son, daughter, or parent is on active duty or has been notified of an impending call to active duty be supported by a certification issued in accordance with regulations.

Certification

The district may require the employee requesting medical leave to present a certification from the health care provider of the person for whom the employee is taking the leave. Upon request by the district, the employee must provide the certification within 15 days. The certificate shall include:

- 1. the date on which the serious health condition commenced;*
- 2. the probable duration of the condition;*
- 3. the appropriate medical facts within the knowledge of the health care provider regarding the condition;*
- 4. a statement that the employee is needed to care for the family member and an estimate of the amount of time that such employee shall be needed or a statement that the employee is unable to perform the functions of the employee's position; and*
- 5. the dates and duration of medical treatment if the request for intermittent leave is for a planned medical treatment.*

If the district doubts the validity of the certification, then, at the district's expense, a second opinion may be required from a health care provider selected by the district. The school physician cannot give this opinion. If the two opinions conflict, a third health care provider, at the district's expense, may be chosen by the two parties to render a final opinion.

Restoration

An instructional employee who begins any type of leave at least five (5) weeks before the end of an academic term, may be required not to return until

the new term begins if the leave is at least three (3) weeks long and the employee would return during the last three (3) weeks of the term. An instructional employee who begins leave, for any purpose other than personal illness, less than three (3) weeks prior to the end of the term and the leave is longer than five (5) working days, may be required not to return until the new term begins.

Failure to Return

The district may recover the health care premiums paid during the leave if the employee fails to return from the leave. However, recovery cannot occur if the employee fails to return because of the continuation, recurrence, or onset of a serious health condition or due to circumstances beyond the control of the employee.

Effect on Existing Laws or Agreements

The Board shall ensure that family and medical leave, consistent with the Family and Medical Leave Act, is provided to all eligible employees, whether or not they are covered by a collective bargaining agreement. Any collective bargaining agreement which contains greater leave benefits than this policy shall remain in force.

Notice of Policy

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.

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[B]. Assumes other responsibilities as assigned by the Superintendent of Schools.

Adopted: 04/18/00

Revised: 03/31/08

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

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:

I. 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.

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

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]

- 1.1(a)] Reports to the Assistant Superintendent for Curriculum and Student Services.
- 2.1(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.
- 3.1(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.
- 4.1(d)] Acts as Chairperson of the district's Committee on Special Education.
- 5.1(e)] Coordinates the preschool programs in conjunction with the Chairperson on the Committee on Preschool Education.
- 6.1(f)] Acts as the district's compliance coordinator for Section 504 of the Rehabilitation Act of 1973.
- 7.1(g)] Coordinates the activities of the District Social Worker's office.
- 8.1(h)] Coordinates the work of the district's medical doctors in relationship to special education mandates.
- 9.1(i)] Engages in synergetic supervision with respect to lesson observations and summative evaluations for personnel providing special education services.
- 10.1(j)] Meets regularly with all K-5 special educators, secondary special education chairpersons, CSE/CPSE Chairpersons, and pupil personnel staff.
- 11.1(k)] Serves as liaison to [SEPTA (Special Education Parent Teacher Association)] *District Committee for Special Services*.
- 12.1(l)] [Serves as the district's student residency officer.]
- 13.1(m)] Serves as Title IX officer regarding all allegations made against students.
- 14.1(n)] Accepts other assignments that may be identified by the Superintendent.

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).*

Adopted: 05/22/00

OLD/NEW BUSINESS:
COMMITTEES:

September 14, 2010

'10 - 70

Trustee Thiel read the minutes of the Curriculum Committee meeting and the Boards Annual Tour of the buildings (on file in the in the District Clerk's office) the trustees discussed and prioritized the list presented by the committee.

STRATEGIC PLANNING

Mr. Cacciola said that on Monday the committee received the draft of 347 actions which require prioritizing into years three and four. He said he is meeting with the sub committee tomorrow to address the list of actions.

STATEMENT OF RESIDENTS:

Resident William Hill asked that this year's Strategic Plan items as well as test scores be placed on the website.

In response to resident Carolyn Lilly's question about the district's plan to improve Regents test scores Mr. Cacciola said that this is a priority and Dr. Vassallo is working on plans to improve scores.

Residents Donna Willis, Frank Willis, Donna Livoti and several other parents of cheerleaders expressed concern about a possible second tryout for cheerleaders this year, or the addition of a second team. After much discussion, Mr. Cacciola said that there has been no Board direction to create a second team, and therefore, this year there will not be an additional team.

Resident Liz Brodmerkel requested that the district revisit the summer reading book list as some of the books are out of print and difficult to find. She also requested someone check the tests on the internet as some of the answers are incorrect.

Resident Diane Menke asked about the process for removing a tenured teacher. Mr. Morrell explained that parents should begin by putting concerns about a teacher in writing to the principal.

Mr. Cacciola explained to resident William Hill that the concern he expressed last July about a staff member was handled. He added that because this is a personnel matter all information is confidential.

Mrs. Farrelly in responding to resident Diana Edmunds question explained the teacher evaluation process.

Resident Kristine Hancock requested that the administrators listen to parent and student input regarding staff members; possibly through questionnaires and then track trends. Mrs. Farrelly and Mr. Cacciola explained that a community survey was sent out to the district and only 306 people responded.

In response to a resident's question regarding the grant for sidewalks, Mr. Cacciola explained that although the money is there, the process is a lengthy one. Dr. Palma has met with the town department of transportation and the design work is done. There is no expiration for the grant. However, it is not known when the installation work will begin.

Mrs. Farrelly and Mr. Cacciola responded to Mrs. Menke's question and explained that part of New York State's winning the Race to the Top money is the accountability component and the Commissioner of Education is in the process of writing the regulations.

Trustee Scarlatos seconded by Trustee Jennings made a motion to executive session at 10:37 p.m.

The motion was **CARRIED** by all present

Trustee Nocera seconded by Trustee Galletta made a motion to executive session at 11:07 p.m.

The motion was **CARRIED** by all present

Attested to: _____

District Clerk