

**BABYLON UNION FREE SCHOOL DISTRICT
50 RAILROAD AVENUE
BABYLON, NEW YORK 11702**

**BABYLON SCHOOL BOARD REGULAR BUSINESS MEETING
AGENDA
NOVEMBER 14, 2016**

Meeting protocol: Please state your name when addressing the Board of Education.

- I. Call to Order - 6:30 p.m.
- II. Executive Session
It is anticipated that upon a majority vote of the total membership of the Board, a motion to meet in Executive Session to discuss specific collective bargaining, personnel issues, and/or other specific matters appropriate for executive session in accordance with the Open Meeting Law will be considered. Following executive session the Board will reconvene in the Babylon Junior-Senior High School library at approximately 7:30 p.m.
- III. Pledge of Allegiance - 7:30 p.m.
- IV. Approval of the Minutes of the Regular Business Meeting of October 17, 2016 and Work/Study Meeting of October 24, 2016.
- V. Approval of Treasurer's and Business Office Financial Reports and Extra Curricular Fund Report for September 2016 and Internal Claims Audit Report for September 2016.
- VI. Superintendent's Report
 - a. Student Delegate Report
 - b. News & Updates around the District
 - c. Presentation on 2016-2017 BOE Priorities and District SMART Goals
- VII. Committee Reports
 - a. Audit Committee
 - b. Finance Committee
 - c. Buildings & Grounds
 - d. Technology Committee
 - e. Curriculum Committee
 - f. Policy Committee
- VIII. Board Agenda Items
 - a. Questions from Visitors on Agenda Items - Please approach the podium and state your name.
 - b. Discussion
- IX. New Business
 - 1. **APPROVAL OF EXTERNAL AUDIT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts and approves the independent audit of the Babylon Union Free School District as prepared by the external auditing firm of Cullen & Danowski for the 2015-2016 school year.
 - 2. **PART-TIME SECURITY GUARD APPOINTMENTS: RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following part-time security guard appointments effective November 15, 2016 to June 30, 2017. Compensation for these positions to be at the security guard hourly rate of pay of \$18.00

Justin Muller

Danny McHugh

David Cronemeyer

3. **PART-TIME AIDE APPOINTMENTS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following part-time aide appointment effective November 15, 2016 to June 30, 2017. Compensation for these positions to be in accordance with the 2016-2017 aides and monitors association contract. (Step 1-\$17.90, Step 2-\$18.20, Step 3-\$18.55)

Bridget Schwarz Jaime Harrison Annette Cariello

4. **SUBSTITUTE SCHOOL NURSE: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Dayle Valenti, RN as a substitute school nurse effective November 15, 2016 to June 30, 2017. Compensation for this assignment to be \$175.00/day.
5. **SUBSTITUTE AIDE/MONITOR APPOINTMENTS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following substitute aide/monitor appointments from November 15, 2016 to June 30, 2017. Compensation for these assignments to be \$13.60/hour.

Debra Duffy Kathleen Herbster

6. **RESCIND CASUAL APPOINTMENTS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, that the Board of Education rescinds the appointment of Kenny Brodmerkel as the varsity wrestling coach and Danny McHugh as the junior varsity wrestling coach for the 2016-2017 school year
7. **CASUAL APPOINTMENTS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, that the Board of Education approves the following casual appointments for the 2016-2017 school year. Compensation for these positions to be in accordance with the 2016-2017 Babylon Teachers; Association Contract.

Elementary School

Art Club - Stacey Famiglietti (\$1433)

Junior-Senior High School

Drama Production Set Construction - Linda Napolitano (\$1433)

Coaching Appointments

Varsity Wrestling - Danny McHugh (\$7686)
JV Wrestling - Nick Brennan (\$6086)
Varsity Boys/Girls Assistant - Melissa Pascarella (\$5483)

8. **VOLUNTEER COACHING APPOINTMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves Peter Montalbano as a volunteer varsity boys soccer coach for the 2016-2017 school year in accordance with Board of Education policy 4532-School Volunteers.
9. **STUDENT OVERNIGHT TRIP: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves an overnight field trip for student participation to attend a theater conference in Callicoon, New York from January 6, 2017 to January 8, 2017.
10. **SECOND READING POLICY 1900-PARENT AND FAMILY ENGAGEMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education conducts a second reading of policy 1900-Parent and Family Engagement and **BE IT FURTHER RESOLVED**, that the Board of Education waives the formal second reading of policy 1900-Parent and Family Engagement, as attached.
11. **SECOND READING POLICY 8130-SCHOOL SAFETY PLANS AND TEAMS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education conducts a second reading of policy 8130-School Safety Plans and Teams and **BE IT FURTHER RESOLVED**, that the Board of Education waives the formal second reading of policy 8130-School Safety Plans and Teams, as attached.
12. **ADOPTION OF POLICY 1900-PARENT AND FAMILY ENGAGEMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves and adopts policy 1900-Parent and Family Engagement, as attached.

13. **ADOPTION OF POLICY 8130-SCHOOL SAFETY PLANS AND TEAMS: RESOLVED**, that upon the recommendation of the Superintendent of Schools the Board of Education approves and adopts policy 8130-School Safety Plans and Teams, as attached.
14. **INTERNAL AUDITOR: RESOLVED**, on the recommendation of the Superintendent of Schools, the Board of Education hereby authorizes its internal auditor to review the certified payrolls submitted in connection with the District's bond project and other current capital projects, for facial validity and compliance with the Second Supplemental Conditions and hereby authorizes the President of the Board to execute a letter of engagement with Nawrocki Smith, LLP on behalf of the Board.
15. **LABOR LAW 220:** Resolved, that upon the recommendation of the Superintendent of Schools, _____ is hereby designated pursuant to Labor Law 220 for Public Works for the receipt, collection and review for facial validity of payrolls. Be it further resolved that a copy of this resolution be posted in a conspicuous location at the District's project site(s).
16. **CHANGE ORDER: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves AIA Document G701/Change Order #1 for work completed at the Babylon Elementary School with PB Contracting, Inc., of Hicksville, New York, in the deduct amount of -\$15,000.00, as the net result of a credit for the entire Unforeseen Conditions and Additional Asbestos Abatement Allowance.
17. **CHANGE ORDER: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves AIA Document G701/Change Order #1 for work completed at the Babylon Memorial Grade School with PB Contracting, Inc., of Hicksville, New York, in the deduct amount of -\$10,740.00, as the net result of a credit for the entire Unforeseen Conditions and Additional Asbestos Abatement Allowance.
18. **TRANSPORTATION CONTRACT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the Regional Transportation Program contract between the Babylon UFSD and Eastern Suffolk BOCES for the 2016-2017 school year.
19. **CONSULTANT AGREEMENTS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the professional development services contracts for the 2016-2017 school year between the Babylon Union Free School District and Teachers College Reading and Writing Project (TC#1/TC#2/TC#3/TC#4) and Distinctive Educator's Institute (SB#1).
20. **SPECIAL EDUCATION RECEIPT OF FEDERAL PART B FLOW-THROUGH ALLOCATIONS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the Receipt of Federal Part B Flow-Through Allocations for the 2016-2017 school year between the Babylon UFSD and Building Blocks Developmental Preschool (SEDCAR2016.17-#3), Cleary School for the Deaf (SEDCAR2016.17-#4), Variety Child Learning Center (SEDCAR2016.17-#9), The Hagedorn Little Village School (SEDCAR2016.17-#10).
21. **COMMITTEE ON SPECIAL EDUCATION AND COMMITTEE ON PRESCHOOL SPECIAL EDUCATION: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the recommendations from the Committee on Special Education and the Committee on Preschool Special Education for cases dated September 2016 to October 2016.

X. Other Business

- a. Cold War Vets Exemption

XI. Representatives of Organizations - Please approach the podium and state your name.

XII. Questions/Comments from Visitors - Please approach the podium and state your name.

XIII. Future Board Meetings:

Work/Study Meeting
Monday, November 28, 2016
7:30 p.m. - BHS Library

XIV. Adjournment

SECOND READING AND ADOPTION Policy 1900

PARENT AND FAMILY ENGAGEMENT

The Board of Education believes that positive parent and family engagement is essential to student achievement, and thus encourages such involvement in school educational planning and operations. Parent and family engagement may take place either in the classroom or during extra-curricular activities. However, the Board also encourages parent and family engagement at home (e.g., planned home reading time, informal learning activities, and/or homework “contracts” between parents, family members and children). The Board directs the Superintendent of Schools to develop a home-school communications program in an effort to encourage all forms of parent and family engagement.

Title I Parent and Family Engagement- District Level Policy

Consistent with the parent and family engagement goals of Title I, Part A of the federal No Child Left Behind Act of 2001 (NCLB) and its reauthorization in the Every Student Succeeds Act (ESSA), the Board of Education will develop and implement programs, activities and procedures that encourage and support the participation of parents and family members of students eligible for Title I services in all aspects of their child’s education. The Board also will ensure that all of its schools receiving Title I, Part A funds develop and implement school level parent and family engagement procedures, as further required by federal law.

For purposes of this policy, parental involvement refers to the participation of parents in regular, two-way, and meaningful communication, involving student academic learning and other school activities.

At a minimum, parent and family engagement programs, activities and procedures at both the district and individual school level must ensure that parents and family members:

- Play an integral role in assisting their child’s learning;
- Are encouraged to be actively involved in their child’s education at school; and
- Are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

The federal definition of the term “parents” refers to a natural parent, legal guardian or other person standing in *loco parentis* (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child’s welfare).

District and school level Title I parent and family engagement programs, activities and procedures will provide opportunities for the informed participation of parents and family members (including those who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children).

As further required by federal law, parents and family members of students eligible for Title I services will be provided an opportunity to participate in the development of the district's Title I plan, and to submit comments regarding any aspect of the plan that is not satisfactory to them. Their comments will be forwarded with the plan to the State Education Department.

Parents and family members also will participate in the process for developing either a comprehensive or targeted "support and school improvement plan" when the school their child attends is identified by the State as needing this plan.

Parent and family member participation in development of district wide Title I plan

The Board, along with its superintendent of schools and other appropriate district staff will survey parents regarding areas of interest in building level and district level participation in committee work and Title I programs to ensure parent and family member involvement in the delivery of the district wide plan.

Development of school level parent and family engagement approaches

The superintendent of schools will ensure that all district schools receiving federal financial assistance under Title I, Part A are provided coordination, technical assistance and all other support necessary to assist them in planning and implementing effective parent and family engagement programs and activities that improve student achievement and school performance. As appropriate to meet individual local needs, the superintendent will ensure that support will be provided at all meetings in the form of translators and flexible notification and scheduling.

Building capacity for parental involvement

To build parent capacity for strong parental involvement to improve their child's academic achievement, the district and its Title I, Part A schools will, at a minimum:

1. Assist parents in understanding such topics as the state's academic content challenging academic standards, state and local academic assessments, Title I requirements, how to monitor their child's progress and how to work with educators to improve the achievement of their child. To achieve this objective, the district and its Title I schools will work with Title 1A parents on an individual basis.
2. Provide materials and training to help parents work to improve their child's academic achievement. To achieve this objective, the district and its Title I schools will support literacy programs that bond families around reading and using the public library, providing information about the essential components of reading or math instruction to enable parents to support the instructional practices used by the teacher, etc.

3. Educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in understanding the value and utility of a parent's contributions and on how to:

- reach out to, communicate with, and work with parents as equal partners;
- implement and coordinate parent programs; and
- build ties between parents and the schools.

To achieve this objective, the district and its Title I schools will devote one faculty meeting to helping staff develop the strategies to communicate with parents through email communication, website development, physical hand-outs and provide information about:

- a. Book bag program
- b. Public library program
- c. Summer Reading Program
- d. Open hours at the school library during summer to provide access to books

4. Ensure that information related to school and parent-related programs, meetings and other activities is sent to the parents of children participating in Title I programs in an understandable and uniform format, including alternative formats, upon request, and to the extent practicable, in a language the parents can understand.

Coordination of parental involvement strategies

The district will coordinate and integrate strategies adopted to comply with Title I, Part A parental involvement requirements with parental involvement strategies adopted in connection with other Federal, State, and local programs, including public preschool programs. While our district does not have any of these federally funded programs, our school and related staff will visit local pre-school and literacy programs to coordinate locally funded initiatives: Literacy collaborative, Wilson Foundations, Wilson, LLI, etc.

Review of district wide parent and family engagement policy

The Board, along with its superintendent of schools and other appropriate staff will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of Title I schools, including the identification of barriers to greater participation by parents in activities under this policy, and the revision of parent and family engagement policies necessary for more effective involvement. To facilitate this review, the district will conduct an annual review of the policy prior to grant submission.

Cross-ref: 4010, Equivalence in Instruction

Ref: 20 USC §§6318(a)(2); 7801(38), Every Student Succeeds Act (§1116 of the Elementary and Secondary Education Act)

U.S. Department of Education, *Parental Involvement, Title I, Part A, Non-Regulatory Guidance*, April 23, 2004

Adoption date:

SECOND READING AND ADOPTION Policy 1900 E.1

Title I Parent and Family Engagement - School Level Approach

The Babylon Elementary School and Babylon Grade School recognizes that parents and family members play an integral role in assisting their child's learning. We encourage parents and family members to be actively involved in their child's education at school and to become full partners in school educational planning and operations. Consistent with the parent involvement goals of Title I, Part A of the federal Elementary and Secondary Education Act, reauthorized by the No Child Left Behind Act of 2001 (NCLB) and the Every Student Succeeds Act of 2015 (ESSA):

1. The Building Principal and appropriate staff shall convene an annual meeting, at a convenient time, to inform parents of the school's participation in Title I programs, and to explain Title I requirements and the right of the parents to be involved. All parents of children participating in a Title I program will be invited to the meeting.
2. The school staff shall offer a flexible number of meetings to provide parents the opportunity to meet with school staff and otherwise participate in their child's education. These meetings shall be held at flexible times (e.g., morning or evening) and/or in highly accessible places such as the public library.
3. The school will provide parents with timely information about Title I programs. School staff will also describe and explain the curriculum in use at the school, the types of academic assessment that will be used to measure student progress and the proficiency levels the students are expected to meet. Parents may also request regular meetings with school staff to make suggestions and to participate, as appropriate in decisions relating to the education of their child. The school will respond to any such suggestions as soon as practical.
4. The school staff shall involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent and family engagement policy.

SECOND READING AND ADOPTION Policy 1900-E.2

Student Academic Achievement School-Parent Compact

School-Parent-Student Compact

To help our children achieve, we agree to abide by the following conditions during the school year:

School Responsibilities

The school will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment;
- Hold parent-teacher conferences during these conferences. This compact will be discussed as it relates to your child's academic achievement;
- Provide parents with frequent reports on their child's progress;
- Provide parents reasonable access to staff; and
- Ensure regular two-way, meaningful communication between parents and family members and school staff, and, to the extent practicable, in a language that the parents and family members can understand

Parents' Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitor my child's attendance;
- Make sure that homework is completed;
- Limit amount of television my child watches;
- Volunteer in my child's school;
- Participate in decisions regarding my children's education;
- Promote positive use of my child's extracurricular time; and
- Stay informed about my child's education and communicate with the school regularly.

Student Responsibilities

As a student, I will share the responsibility to improve my grades, and agree to:

- Do homework every day and ask for help when needed;
- Read at least 20 minutes a day outside of school; and
- Give to my parents all notices and information received by me from my school every day.

School

Parent

Student

Date

Date

Date

SECOND READING AND ADOPTION Policy 8130

SCHOOL SAFETY PLANS AND TEAMS

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education recognizes its responsibility to adopt and keep current a comprehensive district wide school safety plan and building-level emergency response plan(s) which address violence prevention, crisis intervention, emergency response and management.

Taken together, the district-wide and building level plans shall provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans shall be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the district's coordination with local and county resources. The plans shall also address risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents in district schools.

In accordance with state law and regulation, the district shall have the following safety teams and plans to deal with violence prevention, crisis intervention and emergency response and management.

Comprehensive District-Wide School Safety Team and Plan

The Board shall annually appoint a district-wide school safety team that includes, but is not be limited to, a representative from the following constituencies: the Board, teachers, administrators, and parent organizations, school safety personnel and other school personnel. This team shall be responsible for the development and annual review of the comprehensive district-wide school safety plan. The plan shall cover all district school buildings and shall address violence prevention (taking into consideration a range of programs and approaches that are designed to create a positive school climate and culture), crisis intervention, emergency response and management including communication protocols, at the district level. It shall include all those elements required by law and regulation.

The Superintendent of Schools or his/her designee shall be the district's chief emergency officer, and shall coordinate communication between school staff and law enforcement and first responders. The chief emergency officer shall ensure that all staff understand the district-wide school safety plan and receive training on the building-level emergency response plan, violence prevention and mental health, and shall also ensure that district-wide and building-level plans are completed, reviewed annually, and updated as needed by the designated dates. The chief emergency officer shall ensure that the district-wide plan is coordinated with the building-level plans, and shall ensure that required evacuation and lock-down drills are conducted.

SECOND READING AND ADOPTION Policy 8130

Building-Level Emergency Response Plans and Teams

Each Building Principal shall be responsible for annually appointing a building-level emergency response team that includes representation from teachers, administrators, parent organizations, school safety personnel, other school personnel, law enforcement officials, fire officials and other emergency response agencies. The emergency response team shall be responsible for the development and review of a building-level emergency response plan for each district building. The plan(s) shall address response to emergency situations, such as those requiring evacuation, sheltering and lock-down at the building level and shall include all components required by law and regulation. These confidential plans shall include evacuation routes, shelter sites, medical needs, transportation and emergency notification of parents and guardians.

Building-level emergency response plans shall include protocols in response to carbon monoxide alarms or detection. Alarm or detection of carbon monoxide will result in the appropriate actions as described by the emergency response plan.

Building-level emergency response plans shall designate:

- an emergency response team for incidents that includes appropriate school personnel, law enforcement officials, fire officials, and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a violent incident or emergency; and
- a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency.

The Building Principal shall be responsible for conducting at least one test every school year of the emergency response procedures under this plan including procedures for sheltering and early dismissal.

To maintain security and in accordance with law, the building-level emergency response plan(s) shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other law.

Team Appointments

The members of all district and building-level teams shall be appointed on an annual basis. In appointing team members, the Board and Building Principal will make an effort to include other persons beyond those groups identified in law and policy who can contribute to continuity among the plans.

SECOND READING AND ADOPTION Policy 8130

Annual Review and Report

All plans shall be annually reviewed and updated, if necessary, by the appropriate team by May 15th. In conducting the review, the teams shall consider any changes in organization, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans. If the plan requires no changes, then it shall remain in effect. If the district-wide plan requires change, then the updated plan shall be submitted to the Board of Education in time to allow 30-days of public comment and to hold a public hearing which provides for the participation of school personnel, students and other interested parties prior to Board adoption. All plans must be adopted by the Board of Education by September 1.

The Superintendent of Schools shall be responsible for filing the district-level school safety plan and any amendments to the plan with the Commissioner within 30 days after their adoption. The district-wide plan will be posted on the district's website. Each Building Principal shall be responsible for filing the building-level emergency response plan for his or her building, and any amendments to the plan, with the appropriate local law enforcement agency and the state police within 30 days after their adoption, but no later than October 15 of each year.

Cross-ref: 0115, Bullying and Harassment Prevention and Intervention
5300, Code of Conduct
9700, Staff Development

Ref: Education Law §2801-a (school safety plans)
Executive Law §2B (state and local natural and manmade disaster preparedness)
8 NYCRR Part 155 (Educational Facilities)
School Safety Plans Guidance, New York State Education Department, June 2010

Adoption date: