

BABYLON SCHOOL BOARD REGULAR MEETING AGENDA
Babylon Junior-Senior High School Library
MONDAY, NOVEMBER 14, 2011 - 7:30 p.m.

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

I. Call to Order

Executive Session (6:30 p.m.)

It is anticipated that upon a majority vote of the total membership of the Board, a motion to meet in Executive Session to discuss a particular personnel matter and advice from counsel 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.

II. Pledge of Allegiance (7:30 p.m.)

III. Approval of Minutes of the Regular Meeting of October 17, 2011, Work/Study Meeting of October 24, 2011 and Special Meeting of October 26, 2011.

IV. Approval of Treasurer's and Business Office Financial Reports and Extra Curricular Fund Report for October 2011.

V. Superintendent's Report

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| a. Student Delegate Report | - Carolanne Murphy/Shannon Going/Grace O'Nishea |
| b. Board of Education Recognition | - Dr. Peter Daly |
| c. School Highlights | - Dr. Peter Daly |
| d. Report on 3-6 Math Program | - Mr. Daniel D'Amico |

VI. Committee Reports

- a. Audit Committee
- b. Finance Committee
- c. Buildings & Grounds
- d. Technology Committee
- e. Policy Committee

- 1. **FIRST READING POLICIES 1800 GIFTS FROM THE PUBLIC, AND 6110/6110R BUDGET PLANNING AND BUDGET PLANNING REGULATION: RESOLVED**, that the Board of Education conduct a first reading of policies 1800 Gifts from the Public, 6110/6110R Budget Planning and Budget Planning Regulation, **BE IT FURTHER RESOLVED**, that the Board of Education waive the formal first reading of policies 1800 Gifts from the Public, 6110/6110R Budget Planning and Budget Planning Regulation, as attached.
- 2. **SECOND READING POLICIES 1130 MEDIA RELATIONS, 4311.1/4311.1-R DISPLAY OF THE FLAG AND REGULATION, 4531/4531-R FIELD TRIPS AND EXCURSIONS AND REGULATION: RESOLVED**, that the Board of Education conduct a second reading of policies 1130 Media Relations, 4311.1/4311.1-R Display of the Flag and Regulation, 4531/4531-R Field Trips and Excursions and Regulation, and **BE IT FURTHER RESOLVED**, that the Board of Education waive the formal second reading of policies 1130 Media Relations, 4311.1/4311.1-R Display of the Flag and Regulation, 4531/4531-R Field Trips and Excursions and Regulation, as attached.
- 3. **SECOND READING POLICIES 4532/4532-R/4532-E.1 SCHOOL VOLUNTEERS, SCHOOL VOLUNTEER REGULATIONS AND EXHIBIT: RESOLVED**, that the Board of Education conduct a second reading of policies 4532/4532-R/4532-E.1 School Volunteers, School Volunteer Regulations and Exhibit and **BE IT FURTHER RESOLVED**, that the Board of Education waive the formal second reading of policies 4532/4532-R/4532-E.1 School Volunteers, School Volunteer Regulations and Exhibit, as attached.

VII. Questions from Visitors on Agenda Items - Please approach the podium and state your name.

VIII. New Business

- 1. **APPROVAL OF INDEPENDENT AUDIT: RESOLVED**, that the Board of Education accept and approve the independent audit of the Babylon Union Free School District as prepared by the independent auditing firm of Cullen & Danowski for the 2010-2011 school year.
- 2. **APPROVAL OF INTERNAL AUDIT REPORT: RESOLVED**, that the Board of Education accept and approve the final internal audit reports from Nawrocki Smith for the 2010-2011 school year.

3. **AMENDED MEMORANDUM OF AGREEMENT: RESOLVED**, that the Board of Education authorize the Superintendent of Schools to execute an Amended Memorandum of Agreement between the Babylon Cafeteria Association and Babylon Union Free School District dated November 14, 2011.
4. **ACCEPTANCE SCHOLARSHIP CHECK: RESOLVED**, that the Board of Education accept a check in the amount of \$500.00 from Suffolk Association of School Business Officials to be awarded as a scholarship to a Babylon High School student.
5. **SUBSTITUTE TEACHER SPECIAL EDUCATION AFTERSCHOOL PROGRAM: RESOLVED**, that the Board of Education approve the appointment of Holly McLynch as a substitute special education afterschool program teacher effective November 15, 2011 to June 30, 2012. Compensation for this assignment to be \$50.00/hour.
6. **CASUAL APPOINTMENTS: RESOLVED**, that the Board of Education approve the following casual appointments for the 2011-2012 school year. Compensation for these positions to be in accordance with the Babylon Teachers' Association Contract.

Grade School

Modified Cross Country Club - Joseph Rossi

Winter Coaching

JV Wrestling - Daniel McHugh
JV Cheerleading - Kelly Frezza

7. **CONDITIONAL COACHING APPOINTMENT: RESOLVED**, that the Board of Education approve the conditional coaching appointment of Kenneth Brodmerkel as varsity wrestling coach effective November 16, 2011 pending New York State Coaching Certification approval. Compensation for this position to be in accordance with the Babylon Teachers' Association Contract.
8. **APPOINTMENT SUBSTITUTE TEACHERS: RESOLVED**, that the Board of Education approve the following substitute teachers effective November 15, 2011 to June 30, 2012. Compensation for these assignments to be at the substitute teacher per diem rate of pay of \$90.00.

Deanna Confredo	Erin Kennedy	Christina Wilson	Joe Gross
Melanie Maeder	Danielle West	Christopher Rogers	Kathryn Jewell Tiger
Lauren Feyman	Melissa Alexander	Ann Marie Burns	Michelle Imbroto
Michele Roller	Kathleen Wodzinski	Michael Breiner	
9. **APPOINTMENT SUBSTITUTE FOOD SERVICE WORKER: RESOLVED**, that the Board of Education approve the appointment of TeriJane Gretesas a substitute food service worker, assigned to the Babylon Junior-Senior High School, effective November 15, 2011 to June 30, 2012. Compensation for this assignment to be at the substitute food service worker rate of pay of \$10.00/hour.
10. **ADOPTION OF BOARD POLICIES 1130 MEDIA RELATIONS, 4311.1/4311.1-R DISPLAY OF THE FLAG AND REGULATION, 4531/4531-R FIELD TRIPS AND EXCURSIONS AND REGULATION: RESOLVED**, that the Board of Education approve and adopt policies 1130 Media Relations, 4311.1/4311.1-R Display of the Flag and Regulation, 4531/4531-R Field Trips and Excursions and Regulation, as attached.
11. **ADOPTION OF BOARD POLICIES 4532/4532-R/4532-E.1 SCHOOL VOLUNTEERS, SCHOOL VOLUNTEER REGULATIONS AND EXHIBIT: RESOLVED**, that the Board of Education approve and adopt policies 4532/4532-R/4532-E.1 School Volunteers, School Volunteer Regulations and Exhibit, as attached.
12. **HEALTH SERVICE AGREEMENTS: RESOLVED**, that the Board of Education approve health service agreements between the Babylon UFSD and the following school districts for the 2011-2012 school year: Amityville UFSD, Bay Shore UFSD, Brentwood UFSD, Central Islip UFSD, Copiague UFSD, Deer Park UFSD, East Islip UFSD, Farmingdale UFSD, Islip UFSD, Lindenhurst UFSD, Longwood CSD, Massapequa UFSD, North Babylon UFSD, South Country CSD, South Huntington UFSD, Three Village CSD, West Babylon UFSD, West Islip UFSD, Wyandanch UFSD.

13. **SPECIAL EDUCATION SERVICE CONTRACTS: RESOLVED**, that the Board of Education approve the District of Location special education service contracts for the 2011-2012 school year between Babylon UFSD and the following school districts: Bay Shore UFSD, Brentwood UFSD, Central Islip UFSD, Islip UFSD, West Babylon UFSD, Wyandanch UFSD. (SE#27)
14. **SPECIAL EDUCATION SERVICE AGREEMENTS: RESOLVED**, that the Board of Education approve the special education service agreements for the 2011-2012 school year between the Babylon UFSD and the following providers: Behavior Analysis Team (SE#28), Samuel M. Fleisher, Ed.D. (SE#29), Just Kids (SE#30), Top Grade (SE#31).
15. **COMMITTEE ON SPECIAL EDUCATION AND COMMITTEE ON PRESCHOOL SPECIAL EDUCATION: RESOLVED**, that the recommendations from the Committee on Special Education and Committee on Preschool Special Education for review of cases from May 2011 to November 2011, be accepted.

IX. Other Business

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

XI. Questions from Visitors - Please approach the podium and state your name.

XII. Future Board Meetings:

Work/Study Meeting
Monday, November 28, 2011
7:00 p.m. - BHS Library
Topics: Report on Elementary School Assessments and
2011 Youth Development Survey

Regular Meeting
Monday, December 12, 2011
7:30 p.m. - BHS Library
Topic: Report on SAT Scores and Graduation Rates

XIII. Adjournment

GIFTS FROM THE PUBLIC

It shall be the policy of the district to accept a gift, provided it is made within the statutory authority granted to school districts and has received the approval of the Board of Education.

In granting or withholding its consent, the Board will review the following factors:

1. The terms of the gift must identify:
 - a. the subject of the gift
 - b. the purpose of the gift
 - c. the beneficiary or beneficiaries if any
 - d. all conditions or restrictions that may apply.
2. The gift must not benefit a particular or named individual or individuals.
3. If the purpose of the gift is an award to a single student, the determination of the recipient of such award shall be made on the basis that all students shall have an equal opportunity to qualify for it in conformance with federal and state law.
4. If the gift is in trust, the obligation of the investment and reinvestment of the principal shall be clearly specified and the application of the income or investment proceeds shall be clearly set forth.
5. No gift or trust will be accepted by the Board unless:
 - a. it is in support of and a benefit to all or to a particular public school in the district,
or
 - b. it is for a purpose for which the school district could legally expend its own funds,
or
 - c. it is for the purpose of awarding scholarships to students graduating from the district.

Any gift rejected by the Board shall be returned to the donor or his/her estate within 60 days together with a statement indicating the reasons for the rejection of such gift.

Cross-ref: 5800, Student Awards and Scholarships

Ref: Education Law §1709 (12)

Adoption date: April 2, 2001

Revised:

BUDGET PLANNING

The Superintendent of Schools, with the assistance of the School Business Official, shall be responsible for preparation of the budget. A tentative annual budget will be submitted to the Board of Education for its consideration and modification at least three months prior to the annual meeting. Budget planning for the district shall be an integral part of program planning so that the annual operating budget may effectively express and implement all programs and activities of the school system. Budget management shall be a year-round process involving broad participation by administrators, director/coordinators, teachers, and other personnel throughout the school system.

Principals and other designated administrators shall develop and submit budget requests for their particular schools after seeking the advice and suggestions of staff members.

The budget shall be designed to reflect the Board's objectives for the education of the children of the district. It shall be carefully organized and planned to provide adequate accounting for each program expenditure, understanding of the financial needs of anticipated program developments, and be within the financial limitations of the district, taking into consideration the statutory limits on the tax levy, and the possibility of voters overriding the limit if necessary. To assist in budget and long-range planning, ongoing studies of the district's educational programs will include estimates of the fiscal implications of each program.

The Board shall give careful consideration to budget requests and shall review allocations for fairness and for their consistency with educational priorities of the school system. The budget for the ensuing school year shall be thoroughly reviewed by the Board before its presentation to the voters for final adoption.

Cross-ref: 2260, Citizens Advisory Committees

Ref: Education Law §§1608(2)-(4); 1716(2)-(4); 1804(4); 1906(1); 2002(1); 2003(1); 2004(1); 2022(2); 2023; 2023-a; 2601-a
Fiscal Management (NYSSBA, 1997)

Adoption Date: March 10, 2003

Revised:

BUDGET PLANNING REGULATION

The budget calendar prepared by the Superintendent of Schools shall include:

- a schedule which sets forth all important meetings and dates, including deadlines for budget proposals from within the district;
- commencement dates and deadlines for certain budgetary tasks such as the estimation of all revenues and income expected to be received by the district;
- events such as the preliminary dates for the Board of Education's consideration of the tentative budget.

As part of the budget planning process, the Superintendent or School Business Official will evaluate:

- the educational philosophy, goals and objectives of the district and their modification where required;
- the district education program and support systems such as transportation and business affairs;
- census and enrollment projections;
- the condition of the physical plant for operation and maintenance needs and new construction;
- debt service schedules;
- the tax levy limit for the upcoming year and the possibility of voters overriding the limit if necessary; and
- estimated revenue from sources other than the property tax, such as state and federal aid.

Adoption date:

MEDIA RELATIONS

The Board of Education invites and welcomes the active participation of all forms of mass media, print and electronic, in educating the public and improving education within the district and the wider community. The Board and Superintendent will make every reasonable effort to cooperate with the media by providing accurate information about district operations, to the extent permissible by statute and regulation.

The Board President is designated as the spokesperson for the Board when the Board is making a statement on an issue. No other member of the Board individually will speak for, or in the name of, the Board unless by explicit direction of the Board. Board members should emphasize to the media when asked to speak as a Board member that they can only speak as an individual Board of Education member unless they have been empowered by the Board to speak for it.

The Superintendent of Schools is designated as the spokesperson for the district.

All staff intending to release information to the media should first notify the Superintendent. The Superintendent of Schools shall establish all necessary procedures to govern day-to-day interactions between the schools and the news media.

If Board members choose to blog on their own or if the member maintains a social networking presence, the Board member must ensure that it is clear that the postings do not represent the Board as a whole.

Ref: Arts and Cultural Affairs Law §61.09

Adoption date: April 2, 2001

Revised:

DISPLAY OF THE FLAG

The Board of Education believes that the flag of the United States is a symbol of the values of our nation, the ideals embedded in our Constitution and the spirit that should animate our district.

The district shall purchase a United States flag, flag staff and the necessary appliances for its display upon or near every school building. There shall be a flag on display in every assembly room of every school.

The flag shall be flown at full- or half-staff pursuant to law. In addition, the flag may be flown at half-staff to commemorate the death of a present or former Board member, employee, or student.

Consistent with national and state law and regulations and this policy, the Superintendent of Schools shall develop rules and regulations for the proper custody, care and display of the flag.

Ref: Education Law §§418; 419; 420; 802
Executive Law, Article 19
8 NYCRR Part 108
Lapolla v. Dullaghann, 63 Misc 2d 157 (1970)

Adoption date: June 10, 2002
Revised:

DISPLAY OF THE FLAG REGULATION

Flags Displayed Out-of-Doors and on Movable Hoists Indoors

A United States flag shall be displayed in front of every school building in the district every day that school is in session and at such other times as the Superintendent of Schools shall direct. Unless otherwise stated, the flags shall be flown at full-staff. The flags may also be displayed at night upon special occasions, at the discretion of the Superintendent, when it is desired to produce a patriotic effect.

In addition to days when school is in session, the flags will be displayed on the following days: New Year's Day, Martin Luther King, Jr. Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Flag Day, the Fourth of July, Labor Day, September 11th Remembrance Day, POW/MIA Recognition Day, Columbus Day, Veterans Day, Thanksgiving Day, Pearl Harbor Day and Christmas Day. If any of these days (except Flag Day) falls on a Sunday, the flag shall be displayed on the next day. In addition, the flag shall be displayed on each general election day and each day appointed by the President of the United States or by the Governor of New York as a day of general thanksgiving or for displaying the flag.

The flags shall fly at half-staff for 5 days to commemorate the death of a present or former Board member, present employee or student and shall also be flown at half-staff the day of the funeral.

The flag shall also be flown at half-staff the day of the funeral of any former employee well-known in the school. This will be at the discretion of the Superintendent.

The flag will not be displayed on days when the weather is inclement.

Hoisting of the Flag

The flag shall be hoisted briskly and lowered ceremoniously.

In half staffing the flag, it first should be hoisted to the peak for an instant and then lowered to the half-staff position. The flag shall be again raised to the peak before it is lowered for the day. The flag shall never be put at half mast in the middle of the day. It must be put at half mast in the morning only.

Indoor Flags and Those Not on Movable Hoists

There shall be a United States flag in each assembly room of every school in the district. It is the duty of the teacher or other person in charge of each assembly room to ensure that the flag in the room is displayed from a staff standing at the audience's right as they face the stage. If the flag is placed on the platform, it should stand at the right of the speaker as he/she faces the audience and at the audience's left as they face the stage.

Adoption date: June 10, 2002

Revised:

FIELD TRIPS AND EXCURSIONS

The Board of Education recognizes the desirability of providing off-campus experiences which will enhance the educational program of the school system. A successful field trip is directly related to the amount of planning and follow-up that is carried out by the teachers and the students. Without the pre-planning and follow-up, little can be gained from the special kind of learning that can take place through a field trip.

All field trips must be authorized by the Building Principal or his designee more than one month in advance of the trip. Only those trips authorized by the Principal or his designee which meet the criteria for approval of field trips shall be sanctioned by the district. All field trip requests must also be authorized by the Superintendent of Schools or his/her designee.

Factors relevant in consideration for approval of such field trips may include the relationship to the curriculum, the distance of the trip, availability of transportation, the cost involved, weather conditions, and full utilization of transportation.

Written consent by the involved parents/guardians must be secured for those field trip activities which necessitate the student leaving the area of the school and/or which extend beyond the normal school day. A signed parent's/guardian's permission form must be on file in the school before the trip. In the absence of parental consent, the student will attend school, following a schedule assigned by the Principal or his/her designee.

Overnight field trips must be approved by the Board of Education.

Adopted: June 10, 2002

Revised: July 6, 2005

Reviewed:

FIELD TRIPS AND EXCURSIONS REGULATION

Authorization

1. Authorization for all field trips must be obtained from the Superintendent of Schools or his/her designee and the respective Building Principal or his/her designee, normally one month before the trip. Only those trips authorized by the Superintendent and the Principal which meet the criteria set forth below shall be sanctioned by the district.
2. Permission or commitment shall be obtained from the place to be visited.
3. In order to keep parents/guardians informed as to the proposed field trip, a field trip itinerary will be completed by the teacher in charge and a copy of sent to each parent/guardian, the Principal and the Superintendent.
4. Written consent by the involved parents/guardians must be secured for those field trip activities which necessitate the student leaving the school or which extend beyond the normal school day. A signed permission form must be on file in the school before the trip. In the absence of permission, the student will attend school, following a schedule assigned by the Principal or his/her designee.

Criteria

Criteria to be applied in determining the education appropriateness shall include the following considerations:

1. The experience will have educational significance and direct relationship to the curriculum.
2. The experience will serve as:
 - a. motivation for a unit about to start;
 - b. a supplement to an on-going unit; or
 - c. a review for a unit just completed.
3. The experience will provide an educational or cultural experience not obtainable through any other method or media.
4. Care will be exercised that field trips do not significantly impede regular instruction, particularly at the secondary level where students meet with several teachers.

Planning

Planning shall include obtaining authorization, establishing related activities including evaluation, arranging for supervision as well as other details within the following guidelines:

1. *Participation:* All duly enrolled students may participate in field trips within the stated limits of this policy. Arrangements should be made so that finances to be borne by students do not prohibit the participation of individual students.
2. *Transportation:* Transportation will normally be provided by a public carrier. In unusual circumstances, other means of transportation may be used if appropriate arrangements for insurance coverage have been made. Details on insurance coverage from the carriers must be presented to the Business Office.

3. *Supervision:* Students will be supervised at all times during the trip. The following guidelines may be modified by the Building Principal, based upon the complexity of the activity, the age of the students or unusual circumstances.
 - a. *K-6 Students*
One certified teacher will assume responsibility for a class and a ratio of one adult for every ten students in grades K-6.
 - b. *7-12 Students*
A minimum of two adults, one of whom is a certified teacher, per bus load, is deemed adequate. Daytime field trips to an urban center should normally have a ratio of one adult for every 10 students. In the event that the activity extends beyond the normal school day, responsibility remains with the teacher(s) who are supervising the activity until students are released to their parents or guardians.
4. *Planning:* The effectiveness of any field trip rests to a large extent upon the preparation of both the teacher and the students. The itinerary and regulating of the trip shall be thoroughly discussed with students prior to the trip. Students shall have a clear understanding of the objectives of the trip. A summarizing activity shall follow the trip to reinforce the learning experience involved.

Overnight Field Trips

Authorization will be based upon written evidence of meticulous planning and the educational appropriateness of the field trip.

Each overnight trip shall have a ratio of one adult for each 10 students. 50 percent of those chaperones will be Babylon teachers. There shall be a minimum of two chaperones for an overnight trip, even if the number of students is below 20.

Out of State Field Trips

Information dealing with chaperones, transportation, insurance, numbers involved, parental permission slips, the educational significance of the trip and all other pertinent information must be presented to the Building Principal and the Superintendent at least one month before the date of departure.

Other

It is the responsibility of the teacher sponsoring the trip to see that all of the above criteria have been accomplished. Failure to meet any of the above criteria may result in the cancellation of the trip by the Principal, or his/her designee an/or the Superintendent.

Adoption date: June 10, 2002
Revised:

SCHOOL VOLUNTEERS

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

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

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

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

Persons wishing to volunteer on a regular basis over the course of the school year must contact the building principal, athletic director or other individual designated by the Superintendent, and must complete a volunteer application form.

Volunteers must receive Board of Education approval prior to the start of their assignment.

Persons who volunteer to fulfill an occasional need (e.g. attending class trip) would not be required to complete the formal application process.

All volunteers will be under the supervision of, and responsible to, the teacher or administrator in charge of the activity.

All volunteers are required to act in accordance with district policies, regulations and school rules. Any staff member who supervises volunteers may ask any volunteer who violates district policies, regulations or school rules to leave school grounds.

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

The district shall retain a complete record of all information obtained through the application process for the same period of time it retains information regarding district employees.

Adoption date:

SCHOOL VOLUNTEER REGULATIONS

Guidelines for Selection and Placement of Volunteers:

1. Volunteers may be solicited from the community through the District Newsletter, PTA's, retired teachers, and other such appropriate means as directed by the Superintendent.
2. Interested individuals will complete an application and provide references.
3. Interviews will be conducted by either district and/or building level personnel.
4. Any individual wishing to volunteer on a regular basis will be required to complete the application process and receive Board of Education approval.
5. Assignments will be made based on requests from district and/or building level administrators for a period of one year. Volunteers must reapply annually if they wish to continue.
6. Volunteers will be trained as necessary, prior to assuming their duties.
7. Volunteers will be required to sign in and out on days of service.

Additional Guidelines for Selection and Placement of Volunteer Coaches:

1. The head coach of the specific team will forward volunteer recommendations to the athletic director. The athletic director will make final recommendations to the Board of Education for approval.
2. All Volunteer Coaches must have all credentials required by New York State Coaching Requirements, including NYSED fingerprint clearance.
3. All Volunteer Coaches must be First Aid & CPR/AED certified.
4. Volunteer Coaches cannot be alone supervising athletes (THE VOLUNTEER MUST BE UNDER THE SUPERVISION OF THE DISTRICT COACH).
5. Volunteers must follow District Code of Conduct and Section XI Sportsmanship Guidelines.

Adoption date:

SCHOOL VOLUNTEERS EXHIBIT
BABYLON UNION FREE SCHOOL DISTRICT
Babylon, New York 11702

VOLUNTEER APPLICATION FORM

SCHOOL YEAR _____

NAME _____ DATE _____

ADDRESS _____

PHONE # _____ CELL # _____

CHILDREN PRESENTLY IN SCHOOL DISTRICT, IF SO WHICH SCHOOLS?

NAME _____ SCHOOL _____

NAME _____ SCHOOL _____

PARTICIPATION:

DAYS _____ HOURS _____

TYPE OF WORK _____

What previous training or experience have you had in working with young children?

Have you had any criminal convictions? _____

Why are you interested in volunteering? _____

What contribution do you feel you can make? _____

Do you have any special skills or talents? _____

PERSONAL REFERENCES: (Non-Family Member)

NAME

ADDRESS

TELEPHONE

RELATIONSHIP

1. _____

2. _____

Comments:

Assigned to : _____ Interviewed by: _____

Adoption date: