

**BABYLON SCHOOL BOARD REGULAR MEETING**  
**JANUARY 14, 2013**  
**AGENDA**

---

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

- I. Call to Order - 6:00 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 Minutes of the Regular Meeting of December 3, 2012 and Work/Study Meeting of December 17, 2012.
- V. Approval of Treasurer's and Business Office Financial Reports and Extra Curricular Fund Report for November 2012.
- VI. Superintendent's Report
  - a. Student Delegate Report - Ronnie Pashen, Giovanna Domingo
  - b. School Highlights - Mr. Richard Rozakis
- VII. Committee Reports
  - a. Audit Committee
  - b. Finance Committee
  - c. Buildings & Grounds Committee
  - d. Technology Committee
  - e. Policy Committee
    1. **FIRST READING OF POLICIES 2310-REGULAR MEETINGS, 2340-NOTICE OF MEETINGS, 4000-STUDENT LEARNING STANDARDS AND INSTRUCTIONAL GUIDELINES, 5280-INTERSCHOLASTIC ATHLETICS, 9645-DISCLOSURE OF WRONGFUL CONDUCT: RESOLVED**, that the Board of Education conduct a first reading of policies 2310-Regular Meetings, 2340-Notice of Meetings, 4000-Student Learning Standards and Instructional Guidelines, 5280-Interscholastic Athletics, 9645-Disclosure of Wrongful Conduct and **BE IT FURTHER RESOLVED**, that the Board of Education waive the formal first reading of policies 2310-Regular Meetings, 2340-Notice of Meetings, 4000-Student Learning Standards and Instructional Guidelines, 5280-Interscholastic Athletics, 9645-Disclosure of Wrongful Conduct, as attached.
- VIII. Questions from Visitors on Agenda Items - Please approach the podium and state your name.
- IX. New Business
  1. **BUDGET DEVELOPMENT SCHEDULE: RESOLVED**, that the Board of Education approve the Budget Development Schedule for the proposed 2013-2014 school budget, as attached hereto.
  2. **MEMORANDUM OF AGREEMENT BTA: RESOLVED**, that on the recommendation of the Superintendent of Schools, the Board of Education hereby approves a Memorandum of Agreement with the Babylon Teachers' Association regarding the use of personal/sick days for the week of February 19-22, 2013 upon satisfactory documentation that the employee would incur a significant monetary-penalty.
  3. **MEMORANDUM OF AGREEMENT BAA: RESOLVED**, that on the recommendation of the Superintendent of Schools, the Board of Education hereby approves a Memorandum of Agreement with the Babylon School Administrators' Association, regarding employee use of vacation leave, as more fully discussed in executive session.
  4. **APPOINTMENT OF ARCHITECT: RESOLVED**, that the Board of Education authorize the President of the Board of Education to enter into an agreement with BBS Architects, Landscape Architects & Engineers, P.C. to provide architectural services.
  5. **LEAVE OF ABSENCE: RESOLVED**, that the Board of Education approve the request from Elizabeth Foster, music teacher, for an unpaid childcare leave of absence commencing January 25, 2013 to June 30, 2013.

6. **LEAVE REPLACEMENT MUSIC TEACHER: RESOLVED**, that the Board of Education approve the appointment of Matthew Spinks as a leave replacement music teacher, assigned to the Babylon Junior-Senior High School, effective January 25, 2013 to June 30, 2013. Compensation for this assignment to be Step 2 of the BA column of the 2012-2013 teachers' salary schedule.
7. **APPOINTMENT PART-TIME SECURITY GUARDS: RESOLVED**, that the Board of Education approve the appointment of Patrick Walsh as a part-time security guard effective January 3, 2013 and Michael Connolly, Lisa Beane and Michael Baudille as part-time security guards effective January 15, 2013. Compensation for these positions to be at the security guard rate of pay of \$18.00/hour.
8. **APPOINTMENT PART-TIME AIDES: RESOLVED**, that the Board of Education approve the part-time aide appointments for Diane Godekeit and Lynn Quigley effective January 15, 2013 to June 21, 2013. Compensation for these positions to be in accordance with the 2012-2013 aides and monitors association contract.
9. **RESIGNATION: RESOLVED**, that the Board of Education accept the resignation of Jeannette McGinley, school monitor, effective January 14, 2013.
10. **LEAD EVALUATOR APPOINTMENTS: BE IT RESOLVED THAT**, Richard Rozakis, Superintendent of Schools and Daniel D'Amico, Assistant Superintendent for Curriculum and Instruction, are hereby certified as the Qualified Lead Evaluators of the Babylon UFSD having successfully completed the following training requirements prescribed in 8 NYCRR §30-2.9 (b):
  - (1) The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;
  - (2) Evidence-based observation techniques that are grounded in research;
  - (3) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR §30-2.2;
  - (4) Application and use of the State-approved rubrics selected with the Babylon Teacher's Association and approved by the Babylon Board of Education for use in the evaluation of Babylon Teacher Association Members and the Babylon Principals including training on the effective application of such rubric to observe a classroom teacher and building principal practice;
  - (5) Application and use of the State-approved locally selected measures of student achievement used by the Babylon UFSD to evaluate classroom teachers and principals;
  - (6) The scoring methodology utilized by the Babylon UFSD to evaluate classroom teachers and principals under 8 NYCRR §30-2, including:
    - (a) How scores are generated for each subcomponent and the composite effectiveness score of classroom teachers and principals, and
    - (b) Application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of classroom teachers and building principals and their subcomponent ratings; and
  - (7) Specific considerations in evaluating classroom teachers and building principals of English language learners and students with disabilities.
11. **CASUAL APPOINTMENTS: RESOLVED**, that the Board of Education approve the following casual appointments for the 2012-2013 school year. Compensation for these positions to be in accordance with the 2012-2013 Babylon Teachers' Association Contract.

Eileen Ratto	Grade School Morning Academy
Leah Weissinger	Yoga Club (Grade 2)
12. **APPOINTMENT SUBSTITUTE CUSTODIAN: RESOLVED**, that the Board of Education approve the appointment of Richard Heuwetter as a substitute custodial worker effective January 15, 2013 to June 30, 2013. Compensation for this assignment to be \$11.00/hour
13. **STUDENT TEACHERS/INTERSHIP: RESOLVED**, that the Board of Education approve the placement of the following student teachers/intern for the Spring 2013 semester:

Laura Hess	School Psychologist Intern	JSHS
Sarah Burgos	School Counseling Intern	GS
Alexa Grant	Student Teacher	JSHS
Catherine Craig	Student Teacher	ES/GS

14. **HEALTH AND WELFARE SERVICES AGREEMENTS: RESOLVED**, that the Board of Education approve health and welfare services agreements between the Babylon UFSD and the following school districts for the 2012-2013 school year for students who attend private schools within the Babylon School District: Bay Shore UFSD, Brentwood UFSD, Central Islip UFSD, Deer Park UFSD, Farmingdale UFSD, Longwood CSD, North Babylon UFSD, South Huntington UFSD, West Babylon UFSD, Wyandanch UFSD.
  15. **HEALTH AND WELFARE SERVICES AGREEMENTS: RESOLVED**, that the Board of Education approve health and welfare services agreements between the East Islip UFSD, Hempstead UFSD, Seaford UFSD, Bay Shore UFSD, West Islip UFSD and Babylon UFSD for the 2012-2013 school year.
  16. **SPECIAL EDUCATION CONTRACTS: RESOLVED**, that the Board of Education approve the special education contract for the 2011-2012 school year between the Babylon UFSD and West Hempstead UFSD (SE#46) and the Federal Part B Flow-Through Allocations (NY Therapy Placement Services) contract for the 2012-2013 school year. (SE#41A).
  17. **TEXTBOOK ADOPTION: RESOLVED**, that the Board of Education adopt the following textbook:  
History: The Americans - Holt McDougal
  18. **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 cases from September 2012 to January 2013 be approved.
- X. Other Business
- XI. Representatives of Organizations
- XII. Questions from Visitors - Please approach the podium and state your name.
- XIII. Future Board Meetings:
- Work/Study Meeting  
Monday, January 28, 2013  
BHS Library - 7:30 p.m.
  - Regular Meeting  
Monday, February 11, 2013  
BHS Library - 7:30 p.m.
- XIV. Adjournment

**REGULAR MEETINGS**

In order to perform its duties in an open and public manner, and in accordance with state law, the Board of Education shall hold regular business meetings once a month.

The time, dates and place of regular Board of Education meetings shall be established at the annual reorganizational meeting. In the event that the day appointed for a regular meeting falls on a legal holiday, the meeting shall be rescheduled. All regular Board meetings are open to the public, and meeting facilities shall provide access to persons with disabilities.

Board members are permitted to participate in board meetings via videoconferencing, in accordance with state law. Any site where videoconferencing is to take place must be open to the public. The district will comply with applicable notice requirements (see policy 2340).

In addition to the members of the Board, the following individuals will regularly attend the business meetings of the Board: the Superintendent of Schools, Deputy Superintendent, and the Assistant Superintendent for Curriculum and Instruction, and other specified personnel as deemed necessary.

Cross-ref: 2210, Board Organizational Meeting  
2340, Notice of Meetings

Ref: Public Officer's Law §§102, 103, 104

Adoption date: April 2, 2001

Revised date: November 9, 2009

Revised date:

**NOTICE OF MEETINGS**

For all regular and scheduled special meetings of the Board of Education, the District Clerk shall give adequate notice to all members and to the community.

If a meeting is scheduled at least a week in advance, notice will be given to the public and news media at least 72 hours prior to the meeting. A special meeting may be called upon 24-hour notice to Board members.

When a meeting is scheduled less than a week in advance the Board shall provide public notice to the extent practicable. Said notice shall be conspicuously posted in one or more designated public locations, including the district's website.

If a board member intends to participate in a board meeting via videoconference, the public notice of the meeting will indicate that videoconferencing will be used, specify the location(s) for the meeting and state that the public may attend at any of the locations.

Ref: Open Meetings Law, Public Officers Law §§100 et seq.  
Education Law §§1606; 1708; 2504; 2563

Adoption date: April 2, 2001

Revised date:

**STUDENT LEARNING STANDARDS AND INSTRUCTIONAL GUIDELINES**

The Board of Education is committed to working with the Superintendent of Schools, district staff, parents and students to develop a quality educational program designed to prepare all students to be college and/or career ready, so graduates can successfully meet the challenges of an economically competitive, technologically advanced, and culturally diverse twenty first century. Therefore, the Board adopts the following learning standards for all students in the district:

**Standard 1:** College and career readiness in reading marked by a steadily growing ability to discern more from and make fuller use of text, including making an increasing number of connections among ideas and between texts, considering a wider range of textual evidence, and becoming more sensitive to inconsistencies, ambiguities, and poor reasoning in text.

**Standard 2:** College and career readiness in writing, including the ability to plan, revise, edit and publish in a range of types of writing, such as argument, explanation and narrative.

**Standard 3:** College and career readiness in speaking and listening including skills necessary to make formal presentations. Students will learn to work together, express and listen carefully to ideas, integrate information from oral, visual, quantitative, and media sources, to evaluate what they hear, use media and visual displays strategically to help achieve communication, adapting speech to context and task.

**Standard 4:** College and career readiness in effective use of language, vocabulary and the essential rules of standard written and spoken English.

**Standard 5:** College and career readiness by achieving standards of mathematical practice characterized by the following abilities:

1. make sense of problems and persevere in solving them
2. reason abstractly and quantitatively
3. construct viable arguments and critique the reasoning of others
4. model with mathematics
5. use appropriate tools strategically
6. attend to precision
7. look for and make use of patterns/structure
8. look for and express regularity in repeated reasoning

**Standard 6:** Students will use a variety of intellectual skills to demonstrate their understanding of major ideas, eras, themes, developments and turning points in New York, United States, and world history; as well as understanding the United States constitution, the basic civil values of American democracy and the roles, rights and responsibilities of citizenship, including avenues for participation.

**Standard 7:** Students will be able to use a language other than English for communication, and will demonstrate cross-cultural skills and understanding.

**Standard 8:** Students will actively engage in processes that constitute creation and performance in the arts (visual arts, music, dance and theater) and participate in various roles in the arts, as well as respond critically to a variety of works in the arts. Students will develop an understanding of the personal and cultural forces that shape art and how art shapes diverse cultures and past and present society.

Standard 9: Students will acquire the knowledge, skills and ability to establish and maintain physical fitness, participate in physical activity, maintain personal health; as well as create and maintain a safe and healthy environment using personal and community resources.

Standard 10: Students will be knowledgeable about the world of work, explore career options and relate personal skills, aptitudes and abilities to career decisions. Students will demonstrate mastery of the foundation skills and competencies essential for success in the work place.

To facilitate achievement of the Board's articulated learning standards for all students, the district's administration and staff will be guided by the following:

1. All students will be subject to high academic standards and high academic performance expectations.
2. The district will implement measurable effective instructional strategies for closing the achievement gap among all students.
3. The district will align its core academic subject curricula with the state learning standards, and offer appropriate support services to enable all students to succeed.
4. The same core academic subject curricula will be used in all schools district-wide.
5. The district will use multiple general education approaches, including response to intervention strategies in accordance with Commissioner's regulations, to improve the academic performance of all students.
6. Instructional and professional development activities will be coordinated to reduce student failure rates in core academic subjects at all grade levels.
7. Steps will be taken to identify and address the cause(s) of student drop-out, and to reduce the student drop out rate.
8. The district will recruit, hire and retain highly qualified staff.
9. Staff professional development will be designed to enable achievement of the Board's articulated learning objectives and instructional goals.
10. The district will implement a process of on-going review to identify and address any obstacles to the achievement of the Board's articulated learning standards.

Cross-Ref: 0000, Mission Statement and Vision

Ref: 8 NYCRR §§100.1 (t); 100.2 (ii)

Adoption date:

## **INTERSCHOLASTIC ATHLETICS**

Interscholastic athletics for boys and girls is an integral and desirable part of the district's secondary school educational program. Individual and team sports shall be based upon comprehensive physical education instruction and intramural activities, seeking broad participation from all eligible secondary students. Lifetime or carry-over sports are to be particularly encouraged and supported. Parity in the number and kind of sports activities for girls and boys is a clear objective of the district.

Student eligibility for participation on interscholastic teams shall include:

1. authorization by the school physician;
2. written parent or guardian consent (the written consent will contain information for parents on mild traumatic brain injury (TBI) and will provide a link to the State Education Department's web page on TBI); and
3. endorsement by the Building Principal based on established rules and various league and State Education Department regulations.

Although the district will take reasonable care to protect student athletes, students may still sustain injuries. In order to most effectively ensure student safety, open communication between students, parents and coaches about the child's medical condition is critical. Coaches, and other appropriate staff, will receive guidance and training regarding recognition of injury and removal of the student athlete from play in the event of injury. Parents and/or students are expected to report injuries so that student health can be protected.

In the case of a suspected or actual head injury, a student must be removed from play immediately. In order to resume participation following injury, including head injury, the student needs to receive medical clearance. The Superintendent, in consultation with appropriate district staff, including the school physician, will develop regulations and procedures to guide the process of return to play.

In recognition of the importance of appropriately managing head injuries, the Board authorizes the creation of a Concussion Management Team (CMT). The CMT will be comprised of the athletic director, a school nurse, the school physician and an athletic trainer as designated by the Superintendent. The CMT is charged with overseeing compliance with state training requirements, developing guidelines for use by coaches and physical education teachers and developing information for distribution to parents and students.

In accordance with existing Regulations of the Commissioner of Education, the Board of Education will permit students in grades 10-12 to receive credit towards high school graduation equivalent to physical education for participation in interscholastic athletics. Such credit will, in addition to other requirements, be contingent upon proven cardiovascular and physical fitness and competency in lifetime or carry-over sports. Standards for such fitness and competency shall be developed by the administration.

Cross-ref: 5420, Student Health Services

Ref: Education Law §§ 305(42), 1709 (8-a); 3001-b  
8 NYCRR §§ 135.4, 136.5  
*Santa Fe Indep. Sch. Dist. V. Doe*, 520 U.S. 290 (2000) (constitutionality of student-led prayers at interscholastic athletic activities)  
*Concussion Management Support Materials*, [www.nysphsaa.org](http://www.nysphsaa.org)

Adoption date:



**DISCLOSURE OF WRONGFUL CONDUCT  
(Whistleblower Policy)**

The Board of Education expects officers and employees of the district to fulfill the public's trust and to conduct themselves in an honorable manner, abiding by all district policies and regulations and by all applicable state and federal laws and regulations.

However, when district officers or employees know or have reasonable cause to believe that serious instances of wrongful conduct (e.g., mismanagement of district resources, unethical behavior, violations of law or regulation, and/or abuse of authority) have occurred, they should report such wrongful conduct to the Board or one of its designated officers.

For purposes of this policy, the term "wrongful conduct" shall be defined to include:

- theft of district money, property, or resources;
- misuse of authority for personal gain or other non-district purpose;
- fraud;
- actions that compromise the security and integrity of the district's or state's testing program;
- violations of applicable federal and state laws and regulations; and/or
- serious violations of district policy, regulation, and/or procedure.

**Disclosure and Investigation**

Employees and officers who know or have reasonable cause to believe that wrongful conduct has occurred shall report such mismanagement, fraud or abuse to the Superintendent of Schools, the School Attorney or the Independent Auditor. Each of these Board-designated officers, upon receiving a report of alleged wrongful conduct, shall take immediate steps to conduct an investigation.

Staff members who suspect that a violation of state testing procedures has occurred shall report their concerns to the Building Principal, the Superintendent, or the State Education Department. Any Building Principal receiving such a report shall relay this information to the Superintendent.

The Superintendent, School Attorney or the Independent Auditor shall maintain a written record of the allegation, conduct an investigation to ensure that the appropriate unit (auditors, police, SED, etc.) investigates the disclosure, and notify the Board when appropriate to do so.

Except as otherwise provided in either state and/or federal law, the Board-designated officer shall make all reasonable attempts to protect the identity of the employee making the disclosure in a confidential manner, as long as doing so does not interfere with conducting an investigation of the specific allegations or taking corrective action.

The district shall not take adverse employment action against an employee who has notified the district of wrongdoing, allowing the district the opportunity to investigate and correct the misconduct.

#### Complaints of Reprisal

An employee who has been subject to an adverse employment action based on his or her prior disclosure of alleged or actual wrongful conduct may contest the action by filing a written complaint of reprisal with the Board President. The Board President, or his/her designee, will review the complaint expeditiously to determine:

- whether the complainant made a disclosure of alleged wrongful conduct before an adverse employment action was taken;
- whether the responding party could reasonably have been construed to have had knowledge of the disclosure and the identity of the disclosing employee;
- whether the complainant has in fact suffered an adverse employment action after having made the disclosure; and
- whether the complainant alleges that adverse employment action occurred as a result of the disclosure.

If the designee determines that all of the above elements are present, he or she shall appoint a review officer or panel to investigate the claim and make a recommendation to the Board. At the time of appointment, the designee shall inform the complainant and the respondent, in writing, of:

- the intent to proceed with an investigation;
- the specific allegations to be investigated;
- the appointment of the review officer or panel; and
- the opportunity of each party to support or respond, in writing, to the allegation.

Once the review officer or panel has conducted a review and considers the investigation to be complete, the officer or panel will notify the designee of its completion. From the date of that notice, the review officer has 30 days to report his or her findings and make any recommendations he or she deems appropriate to the designee. The designee, in conferral with the appropriate administrator shall issue a letter of findings to both the complainant and the respondent.

The decision of the review officer or panel is binding.

Nothing in this policy is intended to interfere with legitimate employment decisions.

The Superintendent of Schools shall establish regulations necessary to implement this policy.

This policy and accompanying regulations shall be published in employee handbooks, posted in employee lounges and given to all employees with fiscal accounting and/or money handling responsibilities on an annual basis.

The Superintendent of Schools, the Auditor, the School Attorney and others involved in implementing this policy shall meet with the Board once a year to evaluate the effectiveness of this policy and to make appropriate adjustments, if any, to the policy and accompanying regulations.

Ref: Civil Service Law §75-b  
Labor Law §740  
8 NYCRR §§102.3, 102.4  
*Garrity v. University at Albany*, 301 A.D. 2d 1015 (3<sup>rd</sup> Dept. 2003) (Article 75-b protections only apply if employee first discloses wrongdoing to employer, allowing for investigation and correction prior to disclosure to outside agencies)  
*Matter of Brey v. Bd. of Educ.*, 245 A.D. 2d 613 (3<sup>rd</sup> Dept. 1997) (termination based on work deficiency, not retaliation)

Adoption date:

**BABYLON UNION FREE SCHOOL DISTRICT  
BUDGET DEVELOPMENT SCHEDULE  
2013-2014 PROPOSED BUDGET**

---

**Monday, February 25, 2013 7:30 p.m. Budget Presentation**

**Friday, March 1, 2013 Nominating petitions available District Clerk's Office**

**Monday, March 11, 2013 7:30 p.m. Budget Presentation**

**Monday, March 18, 2013 7:30 p.m. Budget Presentation**

**Monday, April 8, 2013 7:30 p.m. Budget Presentation  
Adoption of Budget & Property Tax Report Card**

**Monday, April 22, 2013 Nominating petitions due by 5:00 p.m. District Clerk's Office**

**Monday, May 13, 2013 7:30 p.m. Public Hearing on Proposed School Budget**

**Thursday, May 16, 2013 Last Voter Registration Day**

**Tuesday, May 21, 2013 6:00 a.m. - Vote on Budget and Trustee Election 6:00 a.m. - 9:00 p.m.  
9:00 p.m. \*Babylon Memorial Grade School**

**Budget Meetings will be held in the library of the Babylon Junior-Senior High School, 50 Railroad Avenue, Babylon New York, unless otherwise noted.**