

**BABYLON SCHOOL BOARD REORGANIZATION/REGULAR MEETING
AGENDA
JULY 1, 2013**

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

- I. CALL TO ORDER - 6:00 p.m.
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 7:00 p.m.

PLEDGE OF ALLEGIANCE - 7:00 p.m.
District Clerk
- II. ADMINISTRATION OF OATH
 - a. Swearing in of newly (re)elected Board Members by District Clerk
Dominic P. Bencivenga and Roger A. Katz
 - b. Swearing in of Superintendent of Schools
Mr. Richard S. Rozakis
- III. ELECTION OF OFFICERS
 - a. President of the Board
 - b. Swearing in of Board President (At this time Board President presides over meeting)
 - c. Vice President of the Board
 - d. Swearing in of Board Vice President
- IV. APPOINTMENT OF OFFICERS
 - a. District Treasurer - Donna Lika
 - b. Deputy Treasurer - Patricia Brink
 - c. District Clerk - Linda Pesce
 - d. District Clerk pro tem - President Board of Education
 - e. Internal Claims Auditor - Dennehy Accounting Services, Inc.
- V. OTHER APPOINTMENTS
 - a. School Physicians - Dr. Jack Geffken & Dr. Carlo Soranno
 - b. School Attorneys - Guercio & Guercio
 - c. Internal Auditor - Nawrocki Smith LLP
 - d. External Auditors - Cullen & Danowski
 - e. Extra-Curricular Treasurer - Patricia Brink
 - f. School Representative for Chapter I Funds - Peter Daly
 - g. Section 504 Appeals Officer - Daniel D'Amico
 - h. Title IX Coordinator - Daniel D'Amico
 - i. Records Access Officer - Peter Daly
 - j. Records Access Appeals Officer - Richard Rozakis
 - k. Asbestos Compliance Officer - Steve Panno
 - l. Homeless Liaison - Dennis McGovern
 - m. Alternate Homeless Liaison - Richard Rozakis
 - n. DASA Coordinators:
 - High School - Michael Collins/Michael DeJoseph
 - Grade School - Heather Hosek/Francesca Johnson
 - Elementary School - Robert Andrews/Beth Marinelli
- VI. DESIGNATIONS
 - a. Official Bank Depositories - All Funds - JP Morgan Chase, Community National Bank, Valley National Bank, Astoria Federal, Teachers Federal Credit Union, Wells Fargo
 - b. Regular Monthly Meetings - Once each month unless otherwise specified
 - c. Official Newspapers - The Beacon, South Bay, Newsday
- VII. AUTHORIZATIONS
 - a. Chief School Officer to Certify Payrolls - Richard Rozakis
 - b. School Purchasing Agent - Peter Daly
Alternate - Donna Lika

Authorizations continued

c. Authorization to Establish Petty Cash Funds:

- | | | | |
|-------------------------------|---|---------------------------------|----------------|
| 1. High School | - | Al Cirone & Karin Colletti | \$100 |
| 2. Grade School | - | Steve Goldberg & Linda McGarvey | \$100 |
| 3. Elementary School | - | Jessica Kemler & Jean Romanchuk | \$100 |
| 4. Business Office | - | Peter Daly & Patricia Fiorenza | \$100 |
| 5. Buildings & Grounds Office | - | Karen Bustamante | \$100 |
| 6. Food Service Office | - | Carol Ann Grodski | \$100/per bldg |

d. Designation of Authorized Signatures on checks:

- | | | |
|--------------|---|--|
| 1. All Funds | - | Donna Lika, District Treasurer |
| Alternate | - | President of the Board and/or Deputy Treasurer |

e. Chief School Officer Authorized to Approve Budget Transfers up to \$7,500 as per Board policy

- Richard Rozakis

VIII. BONDING OF PERSONNEL

- a. Renewal of Treasurer's Bond in the amount of \$250,000.
b. Renewal of Blanket Bond in the amount of \$20,000.

IX. APPOINTMENTS TO CSE

- | | | |
|------------------------|---|--|
| Chairperson | - | Lisa Carelli-Lang |
| Alternate Chairpersons | - | Lisa Consolo, Joanne Fasano, Dr. Clare Savage, Yvette Chase, Patricia Bocchimuzzo, Dennis McGovern |
| Psychologists | - | Clare Savage, Yvette Chase, Patricia Bocchimuzzo |
| Physician | - | Dr. Geffken & Dr. Soranno |
| Child's Teacher | - | Regular education or special education |
| Parent Members | - | Donna Frole, Pat Barberich, John Keating, Anne Boxer, Kelly Becker, Margaret Stroehlein, Dana Focarile, Eftalia Dallarlis, Patricia Larkin, Rosemary Walsh, Alice Cloherty |

X. APPOINTMENTS TO CPSE

- | | | |
|------------------------|---|--|
| Chairperson | - | Lisa Carelli-Lang |
| Alternate Chairpersons | - | Lisa Consolo, Joanne Fasano, Dr. Clare Savage, Yvette Chase, Patricia Bocchimuzzo, Dennis McGovern |
| Municipality | - | Representative from Suffolk County |
| Evaluator | - | Representative from the program that has completed an evaluation on the preschool child |
| Parent Members | - | Donna Frole, Pat Barberich, John Keating, Anne Boxer, Kelly Becker, Margaret Stroehlein, Dana Focarile, Eftalia Dallarlis, Patricia Larkin, Rosemary Walsh, Alice Cloherty |

XI. SURROGATE PARENT

- Patricia Barberich

XII. IMPARTIAL HEARING OFFICERS

- As per the Regulations of the Commissioner of Education each Board of Education must use for the establishment and rotation of its list of Impartial Hearing Officers on the NYSED VESID website

XIII. NYSSBA LEGISLATIVE LIAISON

- Open

XIV. APPOINTMENTS FOR SCHOOL DISTRICT REGISTRATION & ELECTIONS

- | | | |
|---|---|--|
| Chief Election Inspector/Assistant Clerk \$16.00/hour | - | Nancy Sharapata |
| Board of Registrars/Election Workers/
Election Inspectors \$12.00/hour | - | Barbara Witthohn, Corrine Samon, Donna Ryan, Eileen Scudlo, Karen Bustamante, Ellen Smith, Linda McGarvey, Patricia Brink, Gail Farley, Karin Colletti, Francis Bustamante, Maria Lethin, Laura Lynn Browning, Joanne Petruzzelli, Dylan Bustamante, Patricia Resky, Marie Bohrer, Karen Parrish |

- XV. ADJOURN REORGANIZATION MEETING
RESOLVED, that the Board of Education adjourn the reorganization meeting and enter into the regular meeting.
- XVI. Approval of Minutes of the Special Meeting of June 19, 2013 and Regular Meeting of June 24, 2013.
- XVII. Questions from Visitors on Agenda Items - Please approach the podium and state your name.
- XVIII. NEW BUSINESS
1. **SCHOOL BOARD MEETINGS 2013-2014: RESOLVED**, that the schedule of meetings in the 2013-2014 school year for the Babylon Board of Education be approved.
 2. **AUTHORIZATION OF CONDITIONAL APPOINTMENTS: RESOLVED**, that the Board of Education hereby authorizes the Superintendent of Schools to make conditional appointment(s) of coaches, advisors, support staff and/or professional staff other than administrators during the 2013-2014 school year, under emergency circumstances when the Board of Education is not available to meet. The Board of Education will confirm or terminate employment of said individual(s) at the next Regular scheduled Board of Education meeting.
 3. **FIRST READING POLICY 1800-GIFTS FROM THE PUBLIC: RESOLVED**, that the Board of Education conduct a first reading of policy 1800-Gifts From The Public and **BE IT FURTHER RESOLVED**, that the Board of Education waive the formal first reading of policy 1800-Gifts From The Public, as attached.
 4. **SECOND READING OF POLICIES 4531-FIELD TRIPS AND EXCURSIONS AND POLICY 4741-WEIGHTING AND RANKING: RESOLVED**, that the Board of Education conduct a second reading of policies 4531-Field Trips and Excursions and 4741-Weighting and Ranking, and **BE IT FURTHER RESOLVED**, that the Board of Education waive the formal second reading of policies 4531-Field Trips and Excursions and 4741-Weighting and Ranking, as attached.
 5. **ADOPTION OF POLICIES 4531-FIELD TRIPS AND EXCURSIONS AND POLICY 4741-WEIGHTING AND RANKING: RESOLVED**, that the Board of Education approve and adopt policies 4531-Field Trips and Excursions and 4741-Weighting and Ranking, as attached.
 6. **PART-TIME CUSTODIAL APPOINTMENTS: RESOLVED**, that the Board of Education approve the following part-time custodial appointments for the 2013-2014 school year. Compensation for these positions to be at the part-time custodial \$11.00 hourly rate of pay.

Richard Hewuetter	Edward Aube	Brigida Berroa	Lonell Rogers
Fred Rodas	Charles Jacob	Salvatore Palazzolo	Vincent Petrina
 7. **PART-TIME SECURITY GUARD APPOINTMENTS: RESOLVED**, that the Board of Education approve the part-time security guard appointments for the 2013-2014 school year. Compensation for these positions to be at the security guard hours rate of pay of \$18.00.

Michael Baudille	Lisa Beane	Michael Connolly	Norman Horowitz	Michael Leone
Michael Tenety	Craig Wagner	Patrick Walsh	Daniel Grant	Gerard Grant
Michael Koubek	Anthony Oliveri	Frank Papillo	James Wood	
 8. **FOOD SERVICE APPOINTMENTS: RESOLVED**, that the Board of Education approve the following food service appointments for the 2013-2014 school year. Compensation for these positions to be in accordance with the Cafeteria Association Contract.

Cooks	-	Madeline Rivas
	-	Justine Alaggio
	-	Diane Smith
Part-time		
Food Service Workers	-	Maureen Armata
	-	Donna Byrnes
	-	Antonia Delledera
	-	Maria Diaz
	-	Marie Fioravanti
	-	Tanya Lindenburg
	-	Alicia Metzger
	-	Karen Werner
Clerk	-	Margaret Kelland

9. **SUBSTITUTE SERVICE APPOINTMENT: RESOLVED**, that the Board of Education approve the appointment of Carolyn Palumbo as the substitute service aide for the 2013-2014 school year. Compensation for this position to be \$14.85 per hour.

10. **STUDENT TEACHERS: RESOLVED**, that the Board of Education approve the placement of the following student teachers for the Fall 2013 semester:

Timothy Muller	Physical Education K-12	GS/JSHS
Michael Engel	Physical Education K-12	ES/JSHS
Karissa Calamari	ESL	GS/JSHS

11. **CASUAL APPOINTMENT: RESOLVED**, that the Board of Education appoint Richard Villanueva as the Individual Competitor Swimming supervisor for Babylon students who practice with the West Islip, Half Hollow Hills West and Islip Aquatics swim team and **BE IT FURTHER RESOLVED**, that the Board of Education authorize the West Islip appointed coach, Robert Kollar, Half Hollow Hills West appointed coach, Jason Wiedersum, and the Islip Aquatics coach, Edward Kropp, to coach Babylon Students. Compensation for Richard Villanueva to be at the current supervision rate of pay for the 2013-2014 school year.

12. **CASUAL APPOINTMENTS: RESOLVED**, that the Board of Education approve the following fall coaching casual appointments for the 2013-2014 school year. Compensation for these positions to be in accordance with the Babylon Teachers' Association Contract for the 2013-2014 school year.

FOOTBALL	Varsity	-	Rick Punzone
	Assistant Varsity	-	Chris Morra
	Assistant Varsity	-	Vincent DeLapi
	Junior Varsity	-	William Singleton
	Junior Varsity	-	Stephen Fasciani
	Junior High	-	Hans Wiederkehr
FIELD HOCKEY	Junior High	-	Andrew Slawson
	Varsity	-	Catherine York
	Junior Varsity	-	Rebecca LaFlare
GYMNASTICS	Junior High	-	Open
	Varsity	-	Nancy O'Donnell
	Assistant Varsity	-	Gina Ernst
CROSS COUNTRY (BOYS)	Varsity	-	Ed Augustine
CROSS COUNTRY (GIRLS)	Varsity	-	Danielle Vedder
	Junior High	-	Eric Solnick
TENNIS (GIRLS)	Varsity	-	Robert Andrews
	Junior Varsity	-	Peter Mankes
	Junior High	-	Chris Egan
BOYS SOCCER	Varsity	-	Craig Washington
	Assistant Varsity	-	Michael Samon
	Junior Varsity	-	Peter Montalbano
	Junior High	-	Rich Villanueva
GIRLS SOCCER	Varsity	-	Tim Harrison
	Assistant Varsity	-	Frank Mancuso
	Junior Varsity	-	Catrina Christensen
VOLLEYBALL	Junior High	-	Grace McMahan
	Varsity	-	Patrick Donaldson
	Junior Varsity	-	Brenda Mayo
CHEERLEADING	Varsity	-	Jeanne Allen
	Junior Varsity	-	Jacqueline Donnelly
WEIGHT ROOM	Supervision	-	Daniel McHugh
ATHLETIC TRAINER		-	South Bay Physical Therapy

13. **VOLUNTEER COACHING APPOINTMENTS: RESOLVED**, that the Board of Education approve the following volunteer coaching appointments for the 2013-2014 school year in accordance with Board of Education Policy 4532-School Volunteers:

Varsity Football Volunteers	-	Kevin Delaney
		Daniel Drance

14. **APPOINTMENT FIRST AID/CPR TRAINER: RESOLVED**, that the Board of Education appoint Grace McHugh as the First Aid/CPR Trainer for the 2013-2014 school year. Compensation for this assignment to be \$90.00 per hour.
15. **APPOINTMENT MEDICAL PROFESSIONALS: RESOLVED**, that the Board of Education approve the appointments of the following medical professionals to provide medical coverage for Babylon Schools 2013 Fall home football games in accordance with New York State Public High School Athletic Association and Section XI rules and regulations. Compensation for this assignment to be \$165.00 per game.
Heidi Shapiro, PA Kathleen Egner, PA Susan Whalen, PA
Perry Shapiro, DO Bruce Zappia, MD
16. **APPROVAL FOR NIGHT AND WEEKEND DIFFERENTIAL: RESOLVED**, that the Board of Education approve the night and weekend differential for the following buildings and grounds staff for the 2013-2014 school year:
Night Differential: Lisa Brunjes, Stephen DeRusso, Simone Genua, Joseph Jones, James Lind, David Marcopoulos, Genero Peralta, Frank Suriano, Nelson Torres
Weekend Differential: Stephen DeRusso, Vincent Whitnum
17. **ESTABLISHMENT OF OVERTIME HOURLY RATE: RESOLVED**, that the Board of Education establish the hourly rate of pay for facility, food service and field light usage for the 2013-2014 school year as follows:

Food Service	-	Cook	\$21.60/hour
		PT Kitchen Helper	\$17.25/hour
Security Service	-		\$18.00/hour
Custodial Service	-		\$42.50/hour
Field Lights	-		\$20.00/hour
18. **E-RATE PROCESSING SERVICE AGREEMENT: RESOLVED**, that the Board of Education approve the Annual E-Rate Consultant Service Contract with Integra Consulting and Computer Services, Inc. from July 1, 2013 to June 30, 2014.
19. **EXTERNAL AUDITOR AGREEMENT: RESOLVED**, that the Board of Education approve the agreement between the Babylon Union Free School District and Cullen & Danowski, LLP for external audit services performed for the year ending June 30, 2014.
20. **INTERNAL CLAIMS AUDITOR AGREEMENT: RESOLVED**, that the Board of Education authorize the President of the Board of Education to execute an agreement between the Babylon Union Free School District and Dennehy Accounting Services, Inc. for internal claims auditing services from July 1, 2013 to June 30, 2014.
21. **INTERNAL AUDITOR AGREEMENT: RESOLVED**, that the Board of Education authorize the President of the Board of Education to execute an agreement between the Babylon Union Free School District and Nawrocki Smith LLP for internal auditing services performed from July 1, 2013 to June 30, 2014.
22. **IRS 403B PLAN RENEWAL SERVICES AGREEMENT: RESOLVED**, that the Board of Education approve the renewal services agreement between the Babylon Union Free School District and OMNI Financial Group, Inc. for the 2013-2014 school year.
23. **FITZHARRIS INSURANCE TPA: RESOLVED**, that the Board of Education approve the agreement between the Babylon UFSD and Fitzharris Agency, Inc. to act as a third party administrator for the district's self funded workers compensation program for the 2013-2014 school year.
24. **SECURITY SERVICES AGREEMENT: RESOLVED**, that the Board of Education approve the appointment of Investigative Professionals Inc. to perform security services from July 1, 2013 through June 30, 2014.
25. **CONSULTANT SERVICES AGREEMENT: RESOLVED**, that the Board of Education approve the consultant services agreement between the Babylon UFSD and Edgewater Consultants for the 2013-2014 school year.

- 26. **PHYSICIAN CONSULTANT SERVICES: RESOLVED**, that the Board of Education approve the physician consulting services agreements between the Babylon Union Free School District and Dr. Carl Soranno and Dr. Jack Geffken for the 2013-2014 school year.
- 27. **CPSE FORMS: RESOLVED**, that the Committee on Preschool Special Education is requesting that the Board of Education appoint the Administrator for Special Education as their designee for the 2013-2014 school year to sign all necessary and appropriate TAF forms and STAC forms concerning the placement of preschool students.
- 28. **APPOINTMENT DISTRICT REPRESENTATIVES: RESOLVED**, that the Board of Education of the Babylon UFSD designates District representatives for the 2013-2014 school year to have the authority to initiate referrals to the Committee on Special Education pursuant to NYS Education Law 4401-a(1): Mr. Richard Rozakis, Lisa Carelli-Lang, Yvette Chase, Daniel D'Amico, Joanne Fasano, Steve Goldberg, Dr. Clare Savage, Jessica Kemler, Al Cirone, Patricia Bocchimuzzo, Dennis McGovern, Lisa Consolo. All other professional staff shall be authorized to request a referral to the Administrator for Special Education which shall be made on the form approved by the Administrator for Special Education.
- 29. **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 February 2013-June 2013, be accepted.
- 30. **STANDARD WORK DAY AND REPORTING RESOLUTION: BE IT RESOLVED**, that the Babylon Board of Education hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

<u>Title</u>	<u>Name</u>	<u>SS#</u>	<u>Work Day (Hrs/Day)</u>	<u>Term Begins/ Ends</u>	<u>Participates in the Employer's Time Keeping System (Y/N)</u>	<u>Days/Month Based on Record of Activities</u>
<u>Appointed Officials</u>						
District Clerk	Linda Pesce	****	7	7/1/13-6/30/14	Y	n/a
District Treasurer	Donna Lika	****	7	7/1/13-6/30/14	Y	n/a

XIX. OTHER BUSINESS

- 1. Appointments of Board Members to Board Committees
 - a. Audit
 - b. Finance
 - c. Technology
 - d. Policy
 - e. Buildings and Grounds
- 2. Building Liaisons
- 3. Board Conferences
- 4. Establish date for Board of Education Building Tour and Inspection

XX. REPRESENTATIVES OF ORGANIZATIONS

XXI. QUESTIONS FROM VISITORS - Please approach the podium and state your name.

XXII. FUTURE BOARD MEETINGS: July 15, 2013 - BHS Library
Work/Study Meeting - 7:00 p.m.

July 29, 2013 - BHS Library
Regular Meeting - 7:00 p.m.

XXIII. ADJOURNMENT

**BABYLON UNION FREE SCHOOL DISTRICT
SCHEDULE OF REGULAR & WORK/STUDY BOARD MEETINGS
2013-2014 SCHOOL YEAR**

Periodically the Board of Education finds the need to conduct an executive session. On the dates the meeting will convene earlier than the stated time, these changes will be reflected on the district website and posted in school buildings. Both Board Work/Study meetings and Regular Board Meetings are open to the public.

Monday, July 1, 2013	Reorganization/Regular Meeting	7:00 p.m.
Monday, July 15, 2013	Work/Study Meeting	7:00 p.m.
Monday, July 29, 2013	Regular Meeting	7:00 p.m.
Monday, August 12, 2013	Work/Study Meeting	7:00 p.m.
Monday, August 26, 2013	Regular Meeting	7:00 p.m.
Monday, September 9, 2013	Regular Meeting	7:30 p.m.
Monday, September 23, 2013	Work/Study Meeting	7:30 p.m.
Monday, October 7, 2013	Regular Meeting	7:30 p.m.
Monday, October 21, 2013	Work/Study Meeting	7:30 p.m.
Monday, November 4, 2013	Regular Meeting	7:30 p.m.
Monday, November 18, 2013	Work/Study Meeting	7:30 p.m.
Monday, December 2, 2013	Regular Meeting	7:30 p.m.
Monday, December 16, 2013	Work/Study Meeting	7:30 p.m.
Monday, January 13, 2014	Regular Meeting	7:30 p.m.
Monday, January 27, 2014	Work/Study Meeting	7:30 p.m.
Monday, February 10, 2014	Regular Meeting	7:30 p.m.
Monday, February 24, 2014	Work/Study Meeting	7:30 p.m.
Monday, March 10, 2014	Regular Meeting	7:30 p.m.
Monday, March 24, 2014	Work/Study Meeting	7:30 p.m.
Monday, April 7, 2014	Regular Meeting	7:30 p.m.
Monday, April 28, 2014	Work/Study Meeting	7:30 p.m.
Monday, May 12, 2014	Regular Meeting	7:30 p.m.
Monday, June 2, 2014	Regular Meeting	7:30 p.m.
Monday, June 16, 2014	Regular Meeting	7:30 p.m.

Babylon Board of Education meetings are held in the Babylon Junior-Senior High School Library, 50 Railroad Avenue, Babylon, New York, unless otherwise noted.

GIFTS FROM THE PUBLIC

Only the Board of Education may accept for the school district any bequest or gift or money, property or goods, except that the Superintendent of Schools may accept on behalf of the Board any such gift.

The Board reserves the right to refuse to accept any gift which does not contribute towards the achievement of the district's goals or the ownership of which would tend to deplete the resources of the district.

Any gift accepted by the Board or the Superintendent shall become the property of the district, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the district.

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 identify:
 - a. the subject of the gift
 - b. the purpose of the gift
 - c. the beneficiary or beneficiaries if any
 - d. the donor or donors if any
 - e. 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: 2160, School Board Officer and Employee Ethics

Ref: Education Law §1709 (12)

Adoption date: April 2, 2001

Revised: December 12, 2011

Revised:

SECOND READING & ADOPTION 4531

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 before money is collected.

Adoption date: June 10, 2002

Policy Revised: July 6, 2005

Policy Reviewed: November 14, 2011

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 at least 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 at least 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 at least 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.

Overnight and Out of State field trips must be approved by the Board of Education before money is collected.

5. *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.

FIELD TRIPS EXHIBITBabylon Junior-Senior High School
Field Trip Permission Form

Students participating in school activities away from the building must secure parental permission at least two weeks in advance of the intended field trip. Students are responsible for any work missed in classes missed while they are participating in field trip activities.

PARENT PERMISSION

NAME _____ GRADE _____

has my permission to participate on a trip to: _____

_____ on _____ under the

supervision of _____

TEACHER'S NAME

Approximate trip time is from _____ to _____.

I have discussed with my child the importance of responsible behavior and good citizenship during the field trip. We are aware that any irresponsible behavior, especially the involvement of alcohol or drug use, may exclude my child from future field trips, as well as subject him/her to suspension from school.

Student's Signature _____

Date _____

Parent's Signature _____

Date _____

Home Telephone Number _____

Work Telephone Number _____

Email address: _____

Cell Phone # _____

Note: Students who have been assigned to In-School Suspension, or Out of school Suspension on the days of the field trip are not eligible to participate in the field trip.

Note to the Teacher: Completed Field Trip Permission slips must be photocopied. Submit the original to the Attendance Office. Teacher's must take copies of permission slips along during the trip in the event a parent needs to be contacted.

Adoption date: June 10, 2002

BABYLON UNION FREE SCHOOL DISTRICT

EDUCATIONAL DAY TRIP REQUEST

THIS FORM MUST BE SUBMITTED AT LEAST ONE MONTH PRIOR TO SCHEDULED TRIP

Date of Request: _____ Date of Trip: _____ School: _____

Teacher(s): _____ Grade/Class: _____

Destination/Address: _____

Mode of Transportation: Bus Walking Train *Contracted Bus

Place of Departure: _____ Departure time: _____ Return time: _____

Personal Expenses per student: _____ *Transportation Cost per student : _____

Eating Arrangements: _____ Number of students: _____

Number of teachers: _____ Number of parents: _____ Additional Personnel: _____

Educational Purpose of Trip: _____

Pre-trip Activities: _____

Post-trip Activities: _____

APPROVAL:

Principal: _____ Date: _____

Assistant Superintendent: _____ Date: _____

Superintendent: _____ Date: _____

Transportation Office: _____ Date: _____

Transportation Office to forward approved form to:

- Building Principal/Director
- Teacher(s)

I HAVE READ AND UNDERSTAND THE FIELD TRIP GUIDELINES AND BOARD OF EDUCATION POLICY.

Teacher(s) Signature(s): _____

BABYLON UNION FREE SCHOOL DISTRICT
EDUCATIONAL OVERNIGHT/OUT OF STATE FIELD TRIP REQUEST

THIS FORM MUST BE SUBMITTED AT LEAST THREE MONTH PRIOR TO SCHEDULED TRIP

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 at least 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.

OVERNIGHT/OUT OF STATE FIELD TRIPS MUST BE APPROVED BY THE BOARD OF EDUCATION BEFORE MONEY IS COLLECTED.

Date of Request: _____ Date of Trip: _____ School: _____

Teacher(s): _____ Grade/Class: _____

Destination/Address: _____

Mode of Transportation: Bus Walking Train *Contracted Bus

Place of Departure: _____ Departure time: _____ Return time: _____

Personal Expenses per student: _____ *Transportation Cost per student : _____

Eating Arrangements: _____ Number of students: _____

Number of teachers: _____ Number of parents: _____ Additional Personnel: _____

Educational Purpose of Trip: _____

Pre-trip Activities: _____

Post-trip Activities: _____

APPROVAL:

Principal: _____ Date: _____

Assistant Superintendent: _____ Date: _____

Superintendent: _____ Date: _____

Transportation Office: _____ Date: _____

Transportation Office to forward approved form to:

- Board of Education
- Building Principal/Director
- Teacher(s)

I HAVE READ AND UNDERSTAND THE FIELD TRIP GUIDELINES AND BOARD OF EDUCATION POLICY.

Teacher(s) Signature(s): _____

SECOND READING & ADOPTION 4741

WEIGHTING AND RANKING POLICY

The Board of Education of the Babylon Union Free School District acknowledges each student's instructional program for the purposes of weighting.

A student's performance in high school is important for the college admissions process; the Grade Point Average (GPA) is a general indicator of how well students have performed in their class and that weighting of courses based on difficulty provides a fair system to determine grade point average (GPA).

Weighting and Non-Ranking

It is recommended that students select the most rigorous and demanding courses available to them. To increase the opportunities for college scholarships, rank will not be reported on students' transcripts. However, student rank will be provided upon request by parents/guardians and the student.

In order for the district to provide a fair and just procedure to accurately determine a student's GPA for the purpose of the selection of valedictorian and salutatorian of the senior class, the following shall be applied for students and the weighting of courses:

Advanced Placement Courses.....	1.10
College Courses.....	1.10
Honors Courses.....	1.05
Advanced Courses.....	1.025
Intro to Science Research	High School Credit
Science Research 1.....	1.025
Science Research 2.....	1.025
Science Research 3.....	1.05
Science Research 4.....	1.10