

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

**BABYLON SCHOOL BOARD REGULAR BUSINESS MEETING  
AGENDA  
DECEMBER 10, 2018**

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**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 Minutes of the Regular Business Meeting of November 19, 2018.
- V. Approval of the Internal Claims Audit Report for October 2018
- VI. Superintendent's Report
  - a. Student Delegate Report
  - b. News & Updates from around the District
- 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. **LEAVE REPLACEMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Gabriela Vazquez as a leave replacement English teacher effective September 4, 2018 to November 9, 2018 prorated. Compensation for this assignment to be Step 1/BA of the 2018-2019 Babylon Teachers' Association salary schedule prorated. (\$54,970)
  2. **PART-TIME AIDE APPOINTMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Joanne Dee as a part-time aide from December 11, 2018 to June 30, 2019. Compensation for this position to be in accordance with the 2018-2019 aides and monitors association contract. (Step 1-\$17.90)
  3. **SUBSTITUTE AIDE/MONITOR APPOINTMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following substitute aide/monitor appointments effective December 11, 2018 to June 30, 2019. Compensation for these assignments to be \$13.60/hour.  
Evelyn Druiett-Ippolito                      Karen Brodman
  4. **SUBSTITUTE CUSTODIAL APPOINTMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves Justin Giordano as a substitute custodian effective December 11, 2018 to June 30, 2019. Compensation for this position to be at the substitute custodial rate of pay of \$12.00/hour.

5. **VOLUNTEER COACHING APPOINTMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves Jeffrey Hedberg as a volunteer varsity boys/varsity girls winter track coach for the 2018-2019 school year in accordance with Board of Education Policy 4532-School Volunteers.
6. **INTERNSHIP: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following internship placement for the Spring/Summer Semester 2019:

| <u>Intern</u>    |  | <u>Cooperating Supervisor</u> |
|------------------|--|-------------------------------|
| Frank Bacchi     | SUNY Stony Brook School District Business Leader | Peter Daly, Ed.D.             |
| Michael Van Wart | SUNY Stony Brook School District Business Leader | Peter Daly, Ed.D.             |
7. **IN-HOUSE TRANSLATION SERVICES: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves extra compensation for in-house translation services in the amount of \$160.32 (1<sup>st</sup> page) and \$78.10 for each written additional page and verbal translation \$41.75/hour for the 2018-2019 school year.
8. **NYS MINIMUM WAGE INCREASE: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby establishes the increase for substitute food service workers from \$11.00/hour to \$12.00/hour effective December 31, 2018 in accordance with the Minimum Wage Act (Article 19 of the NYS Labor Law).
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 the All Eastern Honors in Pittsburgh, PA from April 4-7, 2019.
10. **DONATION: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the donation of \$100.00 from the Babylon K-6 PTA.
11. **DONATION: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the donation of \$150.00 from the Babylon Teachers Association.
12. **DONATION: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education acknowledges receipt of a donation in the amount of \$1,000.00 from the Babylon Historical Society in appreciation of the Symphonic Winds/Chordette's performances at the annual Babylon Village Tree Lighting Ceremony.
13. **FIRST READING POLICY 4311.1R-DISPLAY OF THE FLAG REGULATION: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education conducts a first reading of policy 4311.1R-Display of the Flag Regulation; and **BE IT FURTHER RESOLVED**, that the Board of Education waives the formal first reading of policy 4311.1R-Display of the Flag Regulation, as attached.
14. **FIRST READING POLICY 1900-DISTRICT PARENT AND FAMILY ENGAGEMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education conducts a first reading of policy 1900-District Parent and Family Engagement; and **BE IT FURTHER RESOLVED**, that the Board of Education waives the formal first reading of policy 1900-District Parent and Family Engagement, as attached.
15. **OBSOLETE ITEM: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following item declared obsolete: Windsor vacuum 14" Versamatic Serial #V47107377.
16. **INTERNAL AUDITOR'S REPORTS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the Internal Auditor's Report, Annual Risk Assessment Update Pertaining to the Internal Controls of District Operations and Report on the Internal Controls of the Extra Classroom Activity Fund Cycle for the 2017-2018 school year.

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 Electrical (EC-2) with Palace Electrical Contractors, Wantagh, NY, in the deduct amount of -\$8,000 as a result of unused unforeseen conditions allowance for interior renovations at the Babylon Memorial Grade School.
  18. **CHANGE ORDER; RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves AIA Document G701/Change Order #1R for Mechanical (MC-7) with D&S Mechanical Services, Inc., Islip Terrace, NY in the amount of \$4,519.00 as a result of kitchen/serving line & interior renovations at the Babylon Junior-Senior High School.
  19. **CONSULTANT AGREEMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between the Babylon UFSD and Staff Development Associates for the 2018-2019 school year in the amount of \$1,000.00
  20. **SPECIAL EDUCATION AGREEMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the special education agreement between the Babylon UFSD and Little Angels Center, Inc. (SECSC-2018/19-#21) for the 2018-2019 school year.
  21. **COMMITTEE ON SPECIAL EDUCATION AND COMMITTEE ON PRESCHOOL EDUCATION: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the recommendation from the Committee on Special Education and Committee on Preschool Special Education for cases from October 2018 to November 2018 be accepted.
- X. Other Business
- 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:
- |                          |
|--------------------------|
| Regular Business Meeting |
| Monday, January 14, 2019 |
| 7:30 p.m. - HS Library   |
| Work/Study Meeting       |
| Monday, January 28, 2019 |
| 7:30 p.m. – HS Library   |
- XIV. Adjournment

## **FIRST READING POLICIES**

### **4311.1R-DISPLAY OF THE FLAG REGULATION**

### **1900-DISTRICT PARENT AND FAMILY ENGAGEMENT**

## DISPLAY OF THE FLAG REGULATION

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

A United States flag shall be displayed in, on or near every school building in the district during school hours every day that school is in session, weather permitting, 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. During inclement weather, the flag shall be placed conspicuously in the main room of the school building.

Weather permitting, the flag will be displayed on or near the main administration building of the district whenever the building is open to the public, and 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 11<sup>th</sup> 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.

Flags shall also be displayed in or near every polling place on election days.

Flags shall be flown at half staff on Pearl Harbor Day, on September 11<sup>th</sup> Remembrance Day, on days commemorating the death of a personage of great importance, and on days designated by the President or the Governor.

The flag 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 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

Policy Regulation Revised: November 14, 2011

Policy Regulation Revised:

## District Parent and Family Engagement Policy

Babylon Union Free School District's elementary and grade schools receive Title I, Part A funding and agree to implement the following parent and family engagement policy to meet the requirements of section 1116 of the Every Student Succeeds Act (ESSA). This policy outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

### School Responsibilities

Babylon Elementary School and Babylon Memorial Grade School will:

➤ **Review/Revise/Notify and Distribute this School Parent Involvement Policy**

Babylon Elementary School and Babylon Memorial Grade School will meet annually with parents each May to review/revise the School Parent and Family Engagement Policy. Each school will send a copy of the policy home with each student and post the policy on the school web-page in September of each year. Parent meetings and school events will be posted on the school web-page. Handouts will be sent home with students and automated phone calls to parents will be used to communicate announcements. Upon request, the district will provide alternative formats and translations of this policy

➤ **Annually hold a Title I School Meeting with Parents to:**

1. Identify the eligibility/exit criteria for Title I Services.
2. Identify how parents will be notified if their child is eligible for Title I services.
3. Identify what the Title service will be, the provider, and frequency rate of service.
4. Identify how student progress will be monitored and how parents will be notified.
5. Determine how the 1% school building allocation will be used to develop and build parent involvement and participation at both schools.
6. Parents will be notified of the September meeting via an automated phone call.

➤ **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

Babylon Elementary School and Babylon Memorial Grade School will provide professional development in the common core curriculum to its staff of highly qualified teachers. Babylon Elementary School and Babylon Memorial Grade School will continue to employ highly qualified teachers as required by regulation. Parents will be notified annually via the website and a letter of their right to request their child's teacher qualifications as allowed by regulation. In addition, the school will provide training for teaching assistants and aides designed to improve classroom management and instructional skills. The school will also provide educational links to parents and staff via the district webpage. The school references the NYSED website Engage NY as a parent resource to understand the curriculum. The school hosts an annual Open House to allow parents to meet their child's teacher and to discuss classroom topics.

➤ **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.**

Babylon Elementary School and Babylon Memorial Grade School scheduled parent conference dates are held in the fall. In addition parent conferences are scheduled at the request of the parent, teacher, RTI Team, Committee on Special Education Chair, or principal throughout the school year.

➤ **Provide parents with frequent reports on their children's progress.**

Babylon Elementary School and Babylon Memorial Grade School issue report cards every trimester. These documents are prepared by classroom teachers. AIS teachers issue progress reports every eight weeks. In addition, newsletters will discuss curriculum, testing, and classroom content. Teachers utilize phone calls, e-mail, letter/newsletters, electronic apps (remind, texting, parent communication logs and meetings to communicate and are available for parent conferences during and after school.

➤ Provide parents reasonable access to staff.

Babylon Elementary School and Babylon Memorial Grade School provide parent conferences available during the day to fit parental scheduling needs. Parents can contact teachers directly through voice message, note, letter, e-mail and when applicable and app to schedule a parent conference in person or by phone. In addition social workers, school psychologists and administrators are available to provide responses to inquires.

➤ Provide parents opportunities to volunteer and participate in their child's class.

Babylon Elementary School and Babylon Memorial Grade School encourage parents to volunteer to chaperone field trips and assist in the classroom for special events. Parents may also discuss their child's classroom activities with his/her teacher to gain insight into instructional techniques used to teach the curriculum. Parents must agree to abide by all district policies and permission must be obtained by the principal before volunteer activities ensue. Parents are also encouraged to join their schools parent teacher organization or association.

➤ Parent Responsibilities

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

Monitoring attendance

- Making sure that homework is completed.
- Attending parent conferences and other scheduled meetings.
- Monitoring amounts of television and electronic gaming my child watches/plays.
- Volunteering for special events in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the parent representative on the school's SDM team, the District wide Policy Council, or other school advisory groups.

➤ Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need to.
- Read every day outside of school time (grades PK-1 at least 15 minutes, grades 2-8 at least 30 minutes).
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Limit the amount of time I spend watching TV and playing electronic games.

Adoption Date: April 2, 2001

Revised: October 15, 2002

Revised: July 6, 2010

Revised: November 14, 2016

Revised: