

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

BABYLON SCHOOL BOARD REGULAR BUSINESS MEETING
AGENDA
AUGUST 6, 2018

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 7:00 p.m.
- III. Pledge of Allegiance - 7:00 p.m.
- IV. Approval of Minutes of the Reorganization/Regular Meeting of July 10, 2018.
- V. Approval of Internal Claims Audit Report for June 2018
- VI. Superintendent's Report
 - a. News & Updates 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. **PROBATIONARY APPOINTMENT ELEMENTARY TEACHER: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the probationary appointment of Emilee Rahner as an elementary teacher effective September 1, 2018 through September 1, 2021.* Compensation for this assignment is MA/Step 1. (\$62,118) Ms. Rahner holds an initial certificate in early childhood education birth-grade 2, childhood elementary 1-6 and students with disabilities 1-6.
 2. **PROBATIONARY TEACHER ASSISTANT: RESOLVED**, that upon the recommendation from the Superintendent of Schools, the Board of Education approves the probationary appointment of Tremaine Nero as a Teacher Assistant effective September 1, 2018 through September 1, 2022. Compensation for this assignment is \$24,000. Ms. Nero holds a Level 3 teaching assistant certificate.
 3. **PROBATIONARY APPOINTMENT CUSTODIAL WORKER 1: RESOLVED**, that upon the recommendation from the Superintendent of Schools, the Board of Education approves the probationary appointment of Bernardita Rodriguez as a Custodial Worker 1 effective August 7, 2018. Compensation for this assignment is Step 1/Column A of the 2018-2019 Custodial CSEA Contract. (\$43,184)
 4. **PART-TIME STEAM TEACHER/PART-TIME SUBSTITUTE TEACHER: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Emily Moran as a part-time (.5) STEAM teacher and part-time (.5) substitute teacher effective September 1, 2018 to June 30, 2019. Compensation for this assignment to be .5 of Step1/MA of the 2018-2019 Babylon Teachers' Association salary schedule. (.5 FTE of \$62,118) and (.5 of the substitute per diem rate of pay of \$110.00). Ms. Moran holds an initial certificate in childhood education, grades 1-6 and initial certificate TESOL, Pre-K-12.

5. **LEAVE OF ABSENCE: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the request from Sarah Ryczek, elementary teacher, for an unpaid FMLA from September 4, 2018 to November 30, 2018.
6. **LEAVE OF ABSENCE: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the request from Sarah Schreiber, English teacher, for an unpaid FMLA from September 4, 2018 to November 9, 2018.
7. **LEAVE REPLACEMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Samantha Czczotka as a leave replacement elementary teacher effective September 4, 2018 to November 30, 2018. Compensation for this assignment to be Step 1/BA of the 2018-2019 Babylon Teachers' Association salary schedule prorated. (\$54,970) Ms. Czczotka holds an initial certificate in childhood education 1-6 and SWD 1-6.
8. **RESCIND CASUAL APPOINTMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education rescinds the casual appointment of Peter Manke as Junior Varsity Girls Tennis Coach for the 2018-2019 school year.
9. **RESCIND CASUAL APPOINTMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education rescinds the casual appointment of Lisa Lindeman as Maker Club Advisor for the 2017-2018 school year.
10. **CASUAL APPOINTMENTS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following casual appointments for the 2017-2018 school year. Compensation for this position to be in accordance with the Babylon Teachers' Association Contract for the 2017-2018 school year:

Maker Club	Lisa Lindeman/	(\$723.50)
	Donna Hendrickson	(\$723.50)

11. **CASUAL APPOINTMENTS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following casual appointments from September 1, 2018 to June 30, 2021. Compensation for these positions to be in accordance with the Babylon Teachers' Association Contract:

Curriculum Coordinators

Foreign Language	Michelle Scharff	(\$8922)
Mathematics	John Michele	(\$8922)
Social Studies	Christopher Ryan	(\$8922)

12. **CASUAL APPOINTMENTS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following casual appointments from September 1, 2018 to June 30, 2019. Compensation for these positions to be in accordance with the 2018-2019 Babylon Teachers' Association Contract, CSEA Clerical/Nursing Contract:

Directors

Fine Arts K-12	Angela Turk	(\$8922)
Dean of Discipline 7-12	Michael Collins	(\$8922)
Technology 7-12	Steve Silipo	(\$8922)
Youth Services	Dennis McGovern	(\$8922)
Lead Nurse	Grace McHugh	(\$5000)
JV Girls Tennis Coach	Lauren Heck	(\$4745)

13. **CASUAL APPOINTMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Patricia Brink as Extra Classroom Treasurer from July 1, 2018 to June 30, 2019. Compensation for this position to be \$3,400.

14. **PER DIEM SUBSTITUTE TEACHER APPOINTMENTS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following per diem substitute teachers for the 2018-2019 school year. Compensation for these assignments to be \$110.00/day.
- | | | | |
|--------------------|--------------------|------------------|---------------------|
| Erin Burns | Karin Tricarico | Kristen Parise | Elizabeth Dieterich |
| Nicholas Frizalone | Sarah Kendrick | Lauren Knyper | Joanne Longo |
| Joanne Marino | Marie Michele | Michael Pello | Cynthia Theiss |
| Gabriela Vazquez | Jennifer Velazquez | Elizabeth Losito | Allison Buser |
| Dawn Stumpo | Jessica Leone | Tara Steckis | |
15. **PART-TIME SECURITY GUARD APPOINTMENTS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following part-time security guard appointments from August 7, 2018 to June 30, 2019. Compensation for these positions to be at the part-time security rate of pay of \$18.00/hour.
- | | | |
|----------------|--------------------|---------------|
| Andrew Donaghy | Michael McPhillips | Moira Huggins |
|----------------|--------------------|---------------|
16. **PART-TIME CUSTODIAL APPOINTMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the part-time custodial appointment of Gayle McGuickian from August 7, 2018 to June 30, 2019. Compensation for this position to be at the part-time custodial rate of pay of \$13.00/hour.
17. **PART-TIME MONITOR APPOINTMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following part-time monitor appointments from September 1, 2018 to June 30, 2019. Compensation for this position to be in accordance with the 2018-2019 aides and monitors association contract. (Step 1-\$16.65, Step 2-\$16.95, Step 3-\$17.30)
- | | |
|--------------------|-----------------|
| Christine Franklin | Josephine Roche |
|--------------------|-----------------|
18. **SUBSTITUTE AIDE/MONITOR APPOINTMENTS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following substitute aide/monitor appointments effective September 1, 2018 to June 30, 2019. Compensation for these assignments to be \$13.60/hour.
- | | | | |
|------------------|-------------------|------------------|----------------|
| Debbie Catanzano | Mary Batura | Krystle Clark | Robin Maya |
| Rosanne Corso | Christine Ferraro | Carrie-Ann Huber | Cynthia Theiss |
19. **HOME TUTORING TEACHER APPOINTMENTS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following home tutoring teaching appointments for the 2018-2019 school year. Compensation for this assignment to be in accordance with the 2018-2019 Babylon Teachers' Association Contract.(\$42.50)
- | | |
|---------------|----------------|
| Michael Pello | Sarah Kendrick |
|---------------|----------------|
20. **RESCIND NIGHT DIFFERENTIAL: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education rescinds the night differential for Dustin Cogliano, custodial worker 1, effective August 6, 2018.
21. **APPROVAL OF NIGHT DIFFERENTIAL: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the night differential for Bernardita Rodriguez, custodial worker 1, effective August 7, 2018. Compensation to be in accordance with the 2018-2019 CSEA Custodial Agreement (\$1378)
22. **BOARD LIAISONS CHANGE: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education rescinds the appointment of Ann Donaldson as elementary school building Board liaison, and **BE IT FURTHER RESOLVED**, that the Board of Education approves the appointment of Elizabeth O'Brien as elementary school building Board liaison for the 2018-2019 school year.
23. **SECOND READING POLICY 8505-"CHARGING" SCHOOL MEALS AND PROHIBITION AGAINST SHAMING: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education conducts a second reading of policy 8505 -"Charging" School Meals and Prohibition Against Shaming, and **BE IT FURTHER RESOLVED**, that the Board of Education waives the formal second reading of policy 8505 -"Charging" School Meals and Prohibition Against Shaming, as attached.
24. **ADOPTION POLICY 8505-"CHARGING" SCHOOL MEALS AND PROHIBITION AGAINST SHAMING: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves and adopts policy 8505 -"Charging" School Meals and Prohibition Against Shaming, as attached.

25. **OBSOLETE ITEMS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the disposal of a set of outdated World Book Encyclopedias.
26. **CHANGE ORDER: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves AIA Document G701/Change Order #1R for General Construction (JSHS Food Service Equip) with Bar Boy Products, Farmingdale, NY, in the deduct amount of -\$15,000.00, as the result of credit for lump sum allowances.
27. **CHANGE ORDER: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves AIA Document G701/Change Order #1R for General Construction (GS Food Service Equip) with Bar Boy Products, Farmingdale, NY, in the deduct amount of -\$15,000.00, as the result of credit for lump sum allowances.
28. **CHANGE ORDER: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves AIA Document G701/Change Order #1R for General Construction (ES Food Service Equip) with Bar Boy Products, Farmingdale, NY, in the deduct amount of -\$10,000.00, as the result of credit for lump sum allowances.
29. **CONSULTANT AGREEMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the professional development services contract for the 2018-2019 school year between the Babylon UFSD and Teachers College Reading and Writing Project in the amount of \$23,000 paid through Federal Grant monies.
30. **HEALTH SERVICES CONTRACT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the health services contract between the Babylon UFSD and Bellmore UFSD for the 2017-2018 school year.

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, August 27, 2018
7:00 p.m. - BHS Library

XIV. Adjournment

**In order to be eligible for tenure, an individual receiving a probationary appointment as a classroom teacher or building principal shall have received composite or overall annual professional performance review ratings pursuant to Education Law section 3012-c and/or 3012-d of either effective or highly effective in at least three of the four preceding years and if the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time. Classroom teacher and building principal means a classroom teacher or building principal as such terms are defined in sections 30-2.2 and 30-3.2 of the regulations of the Commissioner of Education.*

“CHARGING” SCHOOL MEALS AND PROHIBITION AGAINST SHAMING

The Board of Education recognizes that on occasion, students may not have enough funds for a meal. To ensure that students do not go hungry, the Board will allow students who do not have enough funds to “charge” the cost of meals to be paid back at a later date subject to the terms in this policy.

To comply with State guidelines and maintain a system for accounting for charged meals, regarding both full and reduced-price meals, the Board shall:

1. allow only regular reimbursable meals to be charged, excluding extras, à la carte items, side dishes, additional meals, and snacks (“competitive foods”); and
2. use a computer-generated point of sale system, which identifies and records all meals as well as collects repayments.

Students/Parents/Guardians may pay for meals in advance via *myschoolbucks.com* or with a check payable to *Babylon Food and Nutrition Services*. Further details are available on our webpage at http://www.babylon.k12.ny.us/departments/food_services. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

Definitions:

Free Meal benefit – Free eligible students will be allowed to receive a free breakfast and lunch meal of their choice each day. A la carte items or similar items must be paid/prepaid.

Reduced Meal Benefit – Reduced eligible students will be allowed to receive a breakfast of their choice for .25 cents and lunch of their choice for .25 cents each day. The charged meals offered to students will be reimbursable meals available to all students, unless the student’s parent or guardian has specifically provided written permission to the school to withhold a meal. A la carte items or other similar items must be paid/prepaid.

Full pay students – Students will pay for meals at the school’s published paid meal rate each day. The charged meals offered to students will be reimbursable meals available to students, unless the student’s parent or guardian has specifically provided written permission to the school to withhold a meal. A la carte items or other similar items must be paid/prepaid.

Charging Meals:

Charged meals must be counted and claimed for reimbursement on the day that the student charged (received) the meal, not the day the charge is paid back. When charges are paid, these monies are not to be considered “à la carte” transactions, as a section on the daily cash report or deposit summary reads “charges paid.”

Students shall not be denied a reimbursable meal, even if they have accrued a negative balance from other cafeteria purchases, unless the parent/guardian has provided written permission to the school to withhold a meal. No student with unpaid charges will be prohibited from purchasing food if they have money that day.

If school food authorities (SFAs) suspect that a student may be abusing this policy, written notice will be provided to the parent/guardian that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

Students who cannot pay for a meal or who have unpaid meal debt shall not be publicly identified or stigmatized (including wristbands or hand stamps), required to do chores or work to pay for meals, or have meals thrown away after they have been served. District staff shall not discuss a student's unpaid meal debt in front of other students. The district shall not take any action directed at a student to collect unpaid school meal fees.

Student Account Balance Notification

The district's payment system allows for automatic replenishment when a balance reaches a certain amount set by the parent/guardian. The district shall encourage parents/guardians to utilize this option.

Parents/guardians shall be discretely notified of student account balances regularly. When a student's account balance falls to \$0.00 and whenever a meal is charged, the district will discretely notify the parent/guardian of the balance, and the process to refill the account. This notification will continue regularly until the account is replenished. Parents/guardians must repay all unpaid charges remaining at the end of the year or before their child leaves the district, whichever occurs first.

The district shall discretely notify parents/guardians of students with negative balances of at least two meals, determine if the student is directly certified to be eligible for free meals, and attempt to reach the parent/guardian to assist them in the application process for free and/or reduced price meals, and determine if there are other issues within the household causing the insufficient funds and offer appropriate assistance. If a parent/guardian regularly fails to provide meal money and does not qualify for free or reduced price meals, the district may take other actions as appropriate, including notifying the local department of social services if neglect is suspected.

The school district shall notify all parents/guardians in writing on an annual basis at the start of the school year and to families transferring during the year, outlining the requirements of this policy. The policy shall also be published in appropriate school and district publications. All staff involved in implementing and enforcing this policy shall also be notified of these requirements and their responsibilities. The district's enrollment process shall include the application process for free and reduced price meals. If the district becomes aware that a student is so eligible, it shall file an application for the student. Staff responsible for assisting foster, homeless and migrant students shall coordinate with the food services staff to ensure such students receive free school meals.

Unpaid Meal Charges and Debt Collection

Unpaid meal charges are a financial burden to the district and taxpayers and can negatively affect the school program. Unpaid meal charges shall be considered "delinquent" as per the district's accounting practices. The district shall attempt to recover unpaid meal charges before the end of the school year, but may continue efforts into the next school year. The district shall notify parents/guardians of unpaid meal charges at regular intervals, and may engage in collection activities by district staff, which do not involve debt collectors as defined in federal law (15 USC §1692a), and may not charge fees or interest. The district shall offer repayment plans, and may take other actions that do not result in harm or shame to the child, until unpaid charges are paid.

Remaining Account Balances:

Remaining funds may be carried over to the next school year. When students leave the district or graduate, the district will attempt to contact the parent/guardian to return remaining funds. Parents/guardians may request that funds be transferred to other students (e.g., siblings, unpaid accounts). All transfer requests must be in writing. Unclaimed funds remaining after October 1st shall be absorbed by the school meal account.

Staff:

Staff members are allowed to purchase food from the district's food services. However, all purchases must be paid for at the point of sale through either cash or through a prepayment account. Staff members are not allowed to charge meals to be repaid later.

Building Principals, working with the head of food services, shall ensure that all district and food service staff with responsibilities under this policy will be trained on the provisions of this policy and the requirements of Education Law section 908.

- Food service staff are to be trained annually and throughout the year as needed on the procedures for managing meal charges using the NYSED Webinar or the school's training program.
- Staff training includes ongoing eligibility certification for free or reduced price meals.

Ref:

42 USC §1779 (Child Nutrition Act of 1966)

42 USC §§1758(f)(1); 1766(a) (National School Lunch Act)

2 CFR §200.426 (accounting for debt in federal programs)

7 CFR §§210.9 210.12; 210.19; 220.13; 245.5 (accounting in federal school meal programs)

Healthy, Hunger-Free Kids Act (Public Law 111-296), §143

15 USC §1692a (debt collector defined)

Education Law §908

USDA Report to Congress, *Review of Local Policies on Meal Charges and Provision of Alternate Meals*, June 2016, www.fns.usda.gov/sites/default/files/cn/unpaidmealcharges-report.pdf

Unpaid Meal Charges: Local Meal Charge Policies, USDA FNS Memo SP 46-2016 (07/08/16), www.fns.usda.gov/unpaid-meal-charges-local-meal-charge-policies

Unpaid Meal Charges: Guidance and Q&A, USDA FNS Memo SP 57-2016 (09/16/16), <https://fns-prod.azureedge.net/sites/default/files/cn/SP57-2016os.pdf>

Unpaid Meal Charges: Guidance and Q&A, USDA FNS Memo SP 23-2017 (03/23/17), <https://fns-prod.azureedge.net/sites/default/files/cn/SP23-2017os.pdf>

Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments, USDA FNS Memo SP 47-2016 (07/08/16), www.fns.usda.gov/sites/default/files/cn/SP47-2016os.pdf

Overcoming the Unpaid Meal Challenge - Proven Strategies from Our Nation's Schools, USDA FNS Guidance Document (May 2017), <https://fns-prod.azureedge.net/sites/default/files/cn/SP29-2017a1.pdf>

New York State Legislation - Prohibition Against Meal Shaming, NYSED Memo (5/1/18), <http://www.cn.nysed.gov/content/prohibition-against-meal-shaming>

Meal Charge Plan Template, NYSED (5/1/18), <http://www.cn.nysed.gov/content/meal-charge-and-prohibition-against-meal-shaming-policy-template>

Adoption date: