

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

**BABYLON SCHOOL BOARD REGULAR BUSINESS MEETING  
AGENDA  
MAY 13, 2019**

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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. Public Hearing on 2019-2020 Proposed School Budget
- V. Approval of the Minutes of the Regular Business Meeting of April 15, 2019, Work/Study Meeting of April 29, 2019, and Special Meeting of April 30, 2019.
- VI. Approval of Treasurer's and Business Office Financial Reports and Extra Curricular Fund Report for March 2019.
- VII. Superintendent's Report
  - a. Student Delegate Report
  - b. News & Updates Around the District
- VIII. Committee Reports
  - a. Audit Committee
  - b. Finance Committee
  - c. Buildings & Grounds
  - d. Technology Committee
  - e. Curriculum Committee
  - f. Policy Committee
- IX. Board Agenda Items
  - a. Questions from Visitors on Agenda Items - Please approach the podium and state your name.
  - b. Discussion
- X. New Business
  1. **REORGANIZATION MEETING/REGULAR BUSINESS MEETING: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Reorganization Meeting of the Board of Education of the Babylon Union Free School District be scheduled for 7:00 p.m. on Monday, July 15, 2019, and **BE IT FURTHER RESOLVED**, that the Regular Business Meeting of the Board of Education of the Babylon UFSD be held immediately following the Reorganization Meeting on July 15, 2019.
  2. **RESIGNATION: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the resignation of Ashley De Luca, school psychologist, effective June 26, 2019 with best wishes in her future endeavors.
  3. **PART-TIME SECURITY GUARD: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Alyssa Colletti as a part-time security guard effective May 14, 2019 to June 30, 2019. Compensation for this assignment to be \$18.00/hour.
  4. **PART-TIME MONITOR APPOINTMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves Jennifer Lister as a part-time monitor effective May 14, 2019 to June 30, 2019. Compensation for this position to be in accordance with the 2018-2019 aides and monitors association contract. (Step I-\$16.65)

5. **SUBSTITUTE AIDE/MONITOR APPOINTMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Elizabeth Corrado as a substitute aide/monitor effective May 14, 2019 to June 30, 2019. Compensation for this assignment to be \$13.60/hour.
  
6. **STUDENT TEACHER: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following student teaching placement for the Fall 2019 semester as follows:  

<u>Student Teacher</u>		<u>Cooperating Teacher</u>
Mark Jensen	Physical Education	Stephanie Sirico
  
7. **RETIREMENT CONTRIBUTION RESERVE SUB-FUND RESOLUTION: WHEREAS**, the Babylon Union Free School District participates in the New York State Teachers' Retirement System ("TRS"); and **WHEREAS**, on May 14, 2019 the Board of Education of the Babylon Union Free School District by resolution established a Retirement Contribution Reserve Fund known as the Babylon UFSD District Retirement Contribution Reserve Sub-Fund pursuant to Section 6-r of the General Municipal Law; and **WHEREAS**, the Board of Education has determined it is also appropriate to establish a sub-fund within said Retirement Contribution Reserve Fund pursuant to Section 6-r of the General Municipal Law. **NOW THEREFORE, BE IT RESOLVED**, by the Board of Education of the Babylon Union Free School District, pursuant to Section 6-r of the General Municipal Law, as follows:
  1. The Board hereby establishes a sub-fund within the Retirement Contribution Reserve to be known as the Babylon UFSD District Retirement Contribution Reserve Sub-Fund;
  2. The source of funds for this Reserve Sub-Fund shall be:
    - a. such amounts as may be provided therefore by budgetary appropriation or raised by tax therefore;
    - b. such revenues as are not required by law to be paid into any other fund or account;
    - c. such other funds as may be legally appropriated; and
    - d. notwithstanding any law to the contrary, such amounts as may be transferred from a reserve fund established pursuant to Section 6-c, 6-d, 6-e, 6-f or 6-g of Article 2 of the General Municipal Law, comprised of moneys raised from the same tax base as the moneys in the retirement contribution reserve fund, or a reserve fund established pursuant to Education Law Section 3651, provided that any such transfer shall only be made by Board resolution adopted after a public hearing held on at least 15 days prior notice published in at least one newspaper having general circulation in the District.
  3. By resolution, the Board of Education may authorize expenditures from this Reserve Sub-Fund. Except as otherwise provided by law, moneys in this Reserve Sub-Fund may only be appropriated to finance retirement contributions to the New York State Teachers' Retirement System, and/or to offset all or a portion of the amount deducted from the moneys apportioned to the District from the State for the support of schools pursuant to Section 521 of the Education Law.
  4. No member of the Board of Education or employee of the District shall:
    - a. authorize a withdrawal from this Reserve Sub-Fund for any purpose except as provided in Section 6-r of the General Municipal Law; or
    - b. expend any money withdrawn from this Reserve Sub-Fund for a purpose other than as provided in Section 6-r of the General Municipal Law.
  5. The moneys contributed annually to the Reserve Sub-Fund shall not exceed 2% of the total compensation or salaries of all teachers (as that term is defined in Education Law §501[4]) employed by the District who are members of TRS paid during the immediately preceding fiscal year.
  6. The balance of the Reserve Sub-Fund shall not exceed 10% of the total compensation or salaries of all teachers (as that term is defined in Education Law §501[4]) employed by the District who are members of TRS paid during the immediately preceding fiscal year.
  7. The moneys in this Reserve Sub-Fund shall be deposited and secured in the manner provided by Section 10 of the General Municipal Law. The Board of Education or its authorized designee may invest the moneys in this Reserve Sub-Fund in the manner provided by Section 11 of the General Municipal Law. Any interest earned or capital gain realized on the money so deposited or invested shall accrue to and become part of this Reserve Sub-Fund.
  8. The chief fiscal officer shall account for this Reserve Sub-Fund separate and apart from all other funds of the District. Such accounting shall show: the source, date and amount of each sum paid into the sub-fund; the interest earned by such sub-fund; capital gains or losses resulting from the sale of investments of this sub-fund; the order, purpose thereof, date and amount of each payment from this sub-fund; the assets of the sub-fund, indicating cash balance and a schedule of investments. The chief fiscal officer, within sixty (60) days of the end of each fiscal year, shall furnish a detailed report of the operation and condition of this sub-fund to the Board of Education.
  9. This Resolution shall take effect immediately.

8. **DONATION: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the donation of 20 HatTricked game sets for the Physical Education Program totaling \$499.80 with appreciation for this generous gift.
  9. **SECOND READING POLICY 4600-COUNSELING AND GUIDANCE PROGRAMS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education conducts a second reading of policy 4600-Counseling and Guidance Programs and **BE IT FURTHER RESOLVED**, that the Board of Education waives the formal second reading of policy 4600-Counseling and Guidance Programs, as attached.
  10. **ADOPTION OF POLICY 4600-COUNSELING AND GUIDANCE PROGRAMS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves and adopts policy 4600-Counseling and Guidance Programs, as attached.
  11. **INTERNAL AUDIT RISK ASSESSMENT UPDATE-CORRECTIVE ACTION PLAN: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education acknowledges receipt and accepts the 2018 Internal Audit Risk Assessment Update-Correction Action Plan.
  12. **CHANGE ORDER: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves AIA Document G701/Change Order #1 for Mechanical (Base Bid MC-2) with D&S Mechanical Services, Islip Terrace, NY, in the deduct amount of -\$10,000.00, as the result of credit for unforeseen allowances.
  13. **CHANGE ORDER: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves AIA Document G701/Change Order #2 for General Construction, with Arrow Steel Window Corp., E. Farmingdale, NY, in the deduct amount of -\$13,000.00, as the result of credit for unforeseen allowances.
  14. **COMMITTEE ON SPECIAL EDUCATION AND COMMITTEE ON PRESCHOOL SPECIAL EDUCATION: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the recommendations from the Committee on Special Education and the Committee on Preschool Special Education for cases dated January 2019-May 2019.
- XI. Other Business
- XII. Representatives of Organizations - Please approach the podium and state your name.
- XIII. Questions/Comments from Visitors - Please approach the podium and state your name.
- XIV. Future Board Meetings:
- |                          |
|--------------------------|
| Special Meeting          |
| Tuesday, May 21, 2018    |
| 9:00 p.m. - BHS Library  |
| Regular Business Meeting |
| Monday, June 10, 2019    |
| 7:30 p.m. - BHS Library  |
- XV. Adjournment



## **SECOND READING AND ADOPTION Policy 4600**

### **COUNSELING AND GUIDANCE PROGRAMS**

The district shall provide a guidance program to support students and staff in the pursuit of academic achievement. In general, the Board expects counseling and guidance staff to:

1. Foster a welcoming environment and encourage positive connections with students.
2. Maintain appropriate professional boundaries with students.
3. Work with students and their families to resolve concerns whenever possible and appropriate.
4. Educate students as appropriate of the responsibilities staff have for reporting incidents.
5. Use their professional judgement, in consultation with administrators and/or the school attorney where appropriate, while observing legal mandatory reporting obligations.

#### **School Counseling/Guidance Program**

The district's counseling/guidance program shall, for all students in grades K-12, ensure access to a certified school counselor, prepare students to participate effectively in their current and future educational programs, and address college and career readiness and academic and social/emotional standards. The program shall include the following:

1. For students in grades K-5, the program shall be designed by a certified school counselor in coordination with the teaching staff and appropriate pupil personnel service providers to prepare students to participate effectively in their educational programs, providing college and career information, assisting students with challenges to academic success, such as attendance or behavioral concerns, and making referrals to appropriate professionals for more targeted supports;
2. For students in grades 6-12, certified school counselors shall provide annual individual progress review plans, reflecting each student's educational progress and career plans, and, for students with disabilities, consistent with their individualized education programs;
3. Core curriculum instruction by certified school counselors to address student college and career readiness, academic skills, and social/emotional development;
4. Direct student services, including but not limited to responsive services, crisis response, group and individual counseling, appraisal, assessment and advisement to enable students to benefit from the curriculum, assisting students to develop and implement postsecondary education and career plans, assisting students who exhibit attendance, academic, behavioral or adjustment concerns, and encouraging parental involvement; and

5. Indirect student services such as consultation, collaboration, leadership, advocacy, and teaming, and referrals to appropriately licensed or certified professionals.

#### School Counseling/Guidance Plans

A certified school counselor shall develop or direct the development of both district-wide and building-level comprehensive developmental school counseling/guidance plans. Such plans shall be updated annually, and shall be made available for review at the district offices and posted on the district website.

The plans shall include objectives and activities for the counseling/guidance programs, planning for the program's development and maintenance, school counseling curriculum, professional development planning, methods to evaluate the program based on data analysis of program results, and an assessment of resources necessary to support positive student outcomes.

Each plan shall also address the preparation of an annual report on the guidance program outcomes. Such report shall include an analysis of all components of the guidance program required by state regulations and summarized above. This report shall be presented annually to the Board.

#### School Counseling/Guidance Program Advisory Council

The district shall also establish a counseling/guidance advisory council to annually review the district's school counseling/guidance program plans, and advise on the implementation of the district's counseling/guidance program. The council shall include representative stakeholders such as parents, Board members, building and/or district administrators, community-based service providers, teachers, school counselors, school social workers and/or school psychologists. The council shall meet at least twice a year, and shall submit an annual report to the Board.

Ref: 8 NYCRR §100.2(j)

Adoption date: