

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

**ANNUAL SCHOOL BOARD REORGANIZATIONAL MEETING/REGULAR BUSINESS MEETING
REVISED AGENDA
JULY 10, 2018**

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

I. CALL TO ORDER: 6:30 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.

II. PLEDGE OF ALLEGIANCE - 7:00 p.m.

District Clerk

III. ADMINISTRATION OF OATH

- a. Swearing in of re-elected Board Members by District Clerk
Ann Donaldson and Tricia Pané
- b. Swearing in of the Superintendent of Schools
Mrs. Linda J. Rozzi

IV. ELECTION OF OFFICERS

- a. Nominations for President of the Board
- b. Swearing in of the Board President (At this time Board President presides over meeting)
- c. Nominations of Vice President of the Board
- d. Swearing in of the Board Vice President

V. APPOINTMENT OF OFFICERS

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves Item #V-Appointment of Officers for the 2018-2019 school year as follows:

- | | | | |
|---------------------------|------------|---|-------------------------------------|
| a. District Treasurer | (\$15,582) | - | Donna Lika |
| b. Deputy Treasurer | (\$ 3,060) | - | Patricia Brink |
| c. District Clerk | (\$19,102) | - | Linda Pesce |
| d. District Clerk Pro Tem | | - | President of the Board of Education |

VI. OTHER APPOINTMENTS

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves Item #VI-Other Appointments for the 2018-2019 school year as follows:

- | | | |
|--|---|--|
| a. School Attorneys | - | Guercio & Guercio |
| b. Internal Auditor | - | Nawrocki Smith LLP |
| c. Internal Claims Auditor | - | Dennehy Accounting Services, Inc. |
| d. School Physicians | - | Dr. Jack Geffken & Dr. Carl Soranno |
| e. School Representative for Chapter I Funds | - | Peter Daly |
| f. Section 504 Appeals Officer | - | Daniel D'Amico |
| g. Title IX Coordinator | - | Daniel D'Amico |
| h. Records Access Officer | - | Peter Daly |
| i. Records Access Appeals Officer | - | Linda J. Rozzi |
| j. Asbestos Compliance Officer | - | Kevin Warren |
| k. Homeless Liaison | - | Dennis McGovern |
| l. Alternate Homeless Liaison | - | Linda J. Rozzi |
| m. Surrogate Parent | - | Colleen Castelluccio |
| n. Residency Hearing Officer | - | Linda J. Rozzi and Peter R. Daly |
| o. Impartial Hearing Officers | - | attached approved rotational list from VESID |
| p. DASA Coordinators: | | |
| High School | - | Al Cirone/Jennifer Mangone/Michael Collins |
| Grade School | - | Steve Goldberg/Elaine DiGiacomo |
| Elementary School | - | Travis Davey/Robert Andrews |

Other Appointments Continued

- q. Chief Election Inspector/
Assistant Clerk @ \$16.00/hour - Nancy Sharapata

- r. Board of Registrars/Election Workers/
Election Inspectors @ \$12.00/hour
Election Inspectors Nursing Home @\$25.00/hour - Eileen Scudlo, Karen Bustamante, Ellen Smith, Patricia Brink, Gail Farley, Karin Colletti, Frank Bustamante, Maria Lethin, Laura Lynn Browning, Patricia Resky, Marie Bohrer, Karen Parrish, Corneilus O'Connell, Margaret Mehrer, Lowell Simpson, Richard Rotzman

VII. DESIGNATIONS

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves Item #VII-Designations for the 2018-2019 school year as follows:

- a. Official Bank Depositories - All Funds - JP Morgan Chase, Sterling National Bank, Teachers Federal Credit Union, Wells Fargo Empire National Bank
- b. Regular Monthly Business Meetings - Once each month unless otherwise specified
- c. School Board Meetings for the 2018/2019 SY - As attached
- d. Official Newspapers of the District - The Beacon, South Bay Neighbor News

VIII. AUTHORIZATIONS

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves Item VIII-Authorizations for the 2018-2019 school year as follows:

- a. Chief School Officer to Certify Payrolls - Linda J. Rozzi
- b. School Purchasing Agent - Peter Daly
- c. Alternate Purchasing Agent - Donna Lika
- d. 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 - Travis Davey & Jean Romanchuk \$100
 - 4. Business Office - Peter Daly & Gail Farley \$100
 - 5. Buildings & Grounds Office - Kevin Warren & Karen Bustamante \$100
 - 6. Food Service Office - Peter Daly & Nancy Padrone \$100/bldg.
- e. Designation of Authorized Signatures on Checks:
 - 1. All Funds - Donna Lika, District Treasurer and/or Deputy Treasurer
 - 2. Alternate Funds - Patricia Brink, Deputy Treasurer
- f. Authorization of the Chief School Officer to Approve Budget Transfers up to \$7,500 as per Board Policy - Linda J. Rozzi
- g. Authorization to Establish Substitute Lists - Daniel D'Amico
- h. Authorization to Approve Attendance at Professional Meetings and/or Conferences - Linda J. Rozzi
- i. Authorization to Approve Board Members' Attendance at Meetings and/or Conferences - Linda J. Rozzi
- j. Authorization to sign Federal Aid Applications (PL 874) - Linda J. Rozzi & Peter Daly

IX. BONDING OF PERSONNEL

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves Item #IX-Bonding of Personnel for the 2018-2019 school year as follows:

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

X. APPOINTMENTS TO CSE

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves Item #X-Appointments to CSE for the 2018-2019 school year as follows:

- | | | |
|------------------------|---|--|
| Chairperson | - | Lisa Consolo |
| Alternate Chairpersons | - | Steve Vaccaro, Joanne Fasano, Jessica Linder, Patricia Bocchimuzzo, Dennis McGovern, Elaine DiGiacomo, Ashley Deluca |
| Psychologists | - | Jessica Linder, Patricia Bocchimuzzo, Ashley Deluca |
| Physician | - | Dr. Geffken & Dr. Soranno |
| Child's Teacher | - | Regular Education or Special Education |
| Parent Members | - | Donna Frole, Margaret Stroehlein, Anne Bonacum Colleen Castelluccio, Jill Grosser |

XI. APPOINTMENTS TO CPSE

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves Item #XI-Appointments to CPSE for the 2018-2019 school year as follows:

- | | | |
|------------------------|---|--|
| Chairperson | - | Lisa Consolo |
| Alternate Chairpersons | - | Steve Vaccaro, Joanne Fasano, Jessica Linder, Patricia Bocchimuzzo, Dennis McGovern, Elaine DiGiacomo, Ashley Deluca |
| Psychologists | - | Jessica Linder, Patricia Bocchimuzzo, Ashley Deluca |
| Municipality | - | Representative from Suffolk County |
| Evaluator | - | Representative from the program that has completed an evaluation on the preschool child |
| Parent Members | - | Donna Frole, Margaret Stroehlein, Anne Bonacum Colleen Castelluccio, Jill Grosser |

XII. NYSSBA LEGISLATIVE LIAISON

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves Tricia Pané as the NYSSBA Legislative Liaison for the 2018-2019 school year.

XIII. RE-ADOPTION OF BOARD POLICIES: RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education re-adopts all current Board of Education policies and regulations for the 2018-2019 school year.

XIV. 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 2018-2019 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.

XV. SECTION 18 OF THE PUBLIC OFFICERS LAW OF THE STATE OF NEW YORK: WHEREAS, Section 18 of the Public Officers law of the State of New York authorizes municipal corporations, including Boards of Education, to adopt supplemental defense and indemnification provisions to those contained in the Education Law, and **WHEREAS**, the statute authorized Boards of Education to defend, indemnify and save harmless, members of the Board of Education and officers, agents and employees of the Board of Education in connection with any claims asserted of judgment obtained against such Board members, officers, agents or employees in any State or Federal Court, or in the amount of any settlement of any such claim, provided the act or omission from which such judgment or claim arose occurred while the board member, officer, agent or employee was acting within the scope of his/her office or employment, **BE IT THEREFORE RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education of the Babylon Union Free School District hereby adopts the supplemental defense and indemnification provisions contained in Section 18 of the Public Officers Law for its Board members, officers, agents and employees. This coverage shall supplement and shall be in addition to the coverage available to such persons under other enactments, including but not limited to the Education Law of the State of New York.

XVI. ADJOURN REORGANIZATION MEETING

RESOLVED, that the Board of Education adjourns the Annual Reorganizational Meeting and convenes the Regular Business Meeting.

- XVII. Approval of Minutes of the Regular Business Meetings of June 11, 2018 and June 25, 2018.
- XVIII. Approval of Treasurer's and Business Office Financial Reports and Extra Curricular Fund Report for May 2018 and Internal Claims Audit Report for May 2018
- XIX. Superintendent's Report
 a. News and Updates Around the District
- XX. Board Agenda Items
 a. Questions from Visitors on Agenda Items - Please approach the podium and state your name.
 b. Discussion
- XXI. New Business
1. **AMENDMENT TO EMPLOYMENT AGREEMENT: RESOLVED**, that the Board of Education approves the salary for Mrs. Linda J. Rozzi, Superintendent of Schools, as approved in the 2018-2019 school budget covering the period July 1, 2018-June 30, 2019, and hereby authorizes the President of the Board to execute said amendment to employment agreement on behalf of the Board.
 2. **CENTRAL OFFICE ADMINISTRATORS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the salaries for Dr. Peter Daly, Deputy Superintendent, and Mr. Daniel D'Amico, Assistant Superintendent for Curriculum and Instruction, as approved in the 2018-2019 school budget covering the period July 1, 2018-June 30, 2019.
 3. **CONFIDENTIAL EMPLOYEES: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the salaries for Linda Pesce, Secretary to the Superintendent/Assistant Superintendent/District Clerk, Donna Lika, Sr. Account Clerk/District Treasurer, and Charles Dwyer, Network & Systems Administrator, as approved in the 2018-2019 school budget covering the period July 1, 2018-June 30, 2019.
 4. **LEAVE OF ABSENCE: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the request from Katelyn Adaszewski, teaching assistant, for an unpaid FMLA commencing September 1, 2018 to November 26, 2018.
 5. **CASUAL APPOINTMENTS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following casual appointments for the 2018-2019 school year. Compensation for these positions to be in accordance with the 2018-2019 Babylon Teachers' Association Contract.

K-6 Lead Teachers

Grade K	Jennifer Brown	(\$1526)
Grade 1	Leah Weissinger	(\$1526)
Grade 2	Christina Comeau	(\$1526)
Grade 3	Cathy O'Connor	(\$1526)
Grade 4	Kelly Arcoleo	(\$1526)
Grade 5	Chris Tordy	(\$1526)
Grade 6	Jacie Chatterton	(\$1526)
Special Education	Joanne Fasano	(\$3886)

Elementary School

Administrative Assistant	Patricia Bocchimuzzo	(\$4764)
Administrative Assistant	Mary jo Graffagnino	(\$4764)

Grade School

Administrative Assistant	Cathy O'Connor	(\$5548)
Administrative Assistant	Rick Punzone	(\$5548)

High School

APPR Facilitator	Robert Richardelli	(\$8012)
Administrative Assistant	Sean Burgoyne	(\$8012)
Administrative Assistant	Eric Reisert	(\$8012)
Administrative Assistant	Phil Grande	(\$8012)

6. **PART-TIME AIDE APPOINTMENTS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following part-time aide appointments from September 1, 2018 to June 30, 2019. Compensation for these positions to be in accordance with the 2018-2019 aides and monitors association contract. (Step 1-\$17.90, Step 2-\$18.20, Step 3-\$18.55)

<u>Elementary School</u>	<u>Grade School</u>	<u>High School</u>
Lisa Carmody	Ellen Altieri	Doreen Bessemer
Jodi Flynn	Karen Altieri	Debbie Cannetti
Cindy Gerdjikian	Veronica Cutchall	Patricia Ciambrello
Farzana Karimi	Kathleen Fitzgerald	Rachel Higgins
Denise Natoli	Jean Marie Flaughner	Claire Joseph
Lisa Nerney	Lisa Harvey	Alice Lydakis
Ellen Smith	Cathleen Hunter	Joanne Mahr
Denise Symanski	Helen Krebs	Cathy Mrozka
Patricia Tanner	Alicia Lulley	Anna Schaefer
Gina Vano	Gina O'Hara	Brigid Schwartz
Rose Anna Vittorio	Susan Stark	Barbara Tighe
	Diane Szuchy	
	Fernando Vasquez	
	Christina Vergano	

7. **PART-TIME MONITOR APPOINTMENTS: 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 these positions 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)

<u>Elementary School</u>	<u>Grade School</u>
Terry Altieri	Tina Cannetti
Dorota Bosenbeck	Colleen Coll
Patricia Cresciullo	Isabel DeChiaro
Grace D'Alleva	Lauren Holbrook
Shazia Humayun	Eileen Martin
Patricia Lipira	Heather Tenety
Diane Papeo	Karen Witthohm
Donna Russo	
Nancy Smagala	
Debra Trosper	

8. **FOOD SERVICE APPOINTMENTS: RESOLVED**, that the Board of Education approves the following food service appointments from September 1, 2018 to June 30, 2019. Compensation for these positions to be in accordance with the 2018-2019 Cafeteria Association Contract.

Cooks	-	Madeline Rivas	(\$22.85/hr)
	-	Justine Alaggio	(\$22.85/hr)
	-	Alicia Metzger	(\$22.85/hr)
Part-time			
Food Service Workers	-	Donna Byrnes	(\$18.00/hr)
	-	Gayle McGuickian	(\$18.00/hr)
	-	Angela Houston-Mohr	(\$18.00/hr)
	-	Christine Pekurney	(\$18.00/hr)
	-	Chiara Altman	(\$18.00/hr)
	-	Karen Werner	(\$18.00/hr)
	-	Bernardita Rodriguez	(\$18.00/hr)
Clerk	-	Margaret Kelland	(\$21.20/hr)
Substitute Food Service			
Workers	-	Karen Jarvis	(\$11.00/hr)
	-	Leslie Whitholm	(\$11.00/hr)

9. **SUBSTITUTE CUSTODIAL APPOINTMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves Alexandro Berroa as a substitute custodian effective July 11, 2018 to June 30, 2019. Compensation for this position to be at the substitute custodial rate of pay of \$12.00/hour.
10. **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.
- | | | | |
|-------------------|-------------------|-------------------|------------------|
| Lindsay Carbone | Samantha Czczotka | Aleyandra Crerend | Kristen Hanson |
| Bridget Donnellan | Jennifer Jung | Michael McDermott | Tiffany Sorice |
| Morgan Shaw | Paula Savinetti | Jennifer Rumel | Patricia Barrett |
| Jenna Silverman | Victoria Leichert | Kristin Kelly | Kara Bochicchio |
| Barrie Stevens | Kaitlyn Leigey | Ashley Belmonte | Karen Testa |
11. **APPOINTMENT FIRST AID/CPR TRAINER: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education appoints Grace McHugh as the First Aid/CPR Trainer for the 2018-2019 school year.
12. **APPOINTMENT DISTRICT REPRESENTATIVES: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education of the Babylon UFSD designates District representatives for the 2018-2019 school year to have the authority to initiate referrals to the Committee on Special Education pursuant to NYS Education Law 4401-a(1): Mrs. Linda J. Rozzi, Lisa Consolo, Daniel D'Amico, Joanne Fasano, Steve Goldberg, Jessica Linder, Travis Davey, Al Cirone, Patricia Bocchimuzzo, Dennis McGovern, Steve Vaccaro, Dennis Murphy, Jennifer Mangone, Ashley Deluca. All other professional staff shall be authorized to request a referral to the District Director for Special Education which shall be made on the form approved by the District Director for Special Education.
13. **APPOINTMENT BUILDING LEVEL COORDINATORS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointments of the following staff as Building Level 504 Accommodation Plan Coordinators for the 2018-2019 school year:
- Elementary School: Travis Davey, Principal, Patricia Bocchimuzzo, School Psychologist
Alternate: Lisa Consolo, District Director of Special Education
- Grade School: Steve Goldberg, Principal, Jessica Linder, School Psychologist
Alternate: Lisa Consolo, District Director of Special Education
- Junior-Senior High School: Al Cirone, Principal, Ashley Deluca, School Psychologist
Alternate: Lisa Consolo, District Director of Special Education
14. **APPROVAL FOR NIGHT AND WEEKEND DIFFERENTIAL: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the night differential for Brigida Berroa, Custodial Worker I for the 2018-2019 school year. Compensation to be in accordance with the 2018-2019 CSEA Custodial Agreement. (\$1378.00)
15. **ESTABLISHMENT OF OVERTIME HOURLY RATE: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education establishes the hourly rate of pay for facility, food service and field light usage for the 2018-2019 school year as follows:
- | | | | |
|-------------------|---|-------------------|--------------|
| Food Service | - | Cook | \$25.00/hour |
| | | PT Kitchen Helper | \$25.00/hour |
| Security Service | - | | \$18.00/hour |
| Custodial Service | - | | \$45.59/hour |
| Field Lights | - | | \$20.00/hour |

16. **FIRST 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 first reading of policy 8505 -"Charging" School Meals and Prohibition Against Shaming, and **BE IT FURTHER RESOLVED**, that the Board of Education waives the formal first reading of policy 8505 -"Charging" School Meals and Prohibition Against Shaming, as attached.
17. **STUDENT OVERNIGHT TRIP: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves an overnight music trip for grade 9-12 music students to Williamsburg, Virginia from April 11, 2019-April 14, 2019.
18. **APPROVAL OF INTERNAL AUDIT RISK ASSESSMENT UPDATE RESPONSE PLAN: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby accepts the Audit Report Response Plan for the Internal Audit Risk Assessment Update prepared for the 2016-2017 school year by Nawrocki Smith, LLP.
19. **STUDENT TABLET PROCEDURES: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the 1:1 Initiative Parental & Student Forms for distribution.
20. **CONSULTANT AGREEMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the consultant agreement between Staff Development Associates and the Babylon Union Free School District. Compensation for services to be \$1500.00 all inclusive for Board of Education Annual Retreat/Training.
21. **SPECIAL EDUCATION CONSULTANT SERVICES CONTRACT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the special education consultant services contract between the Babylon UFSD and the following providers for the 2018-2019 school year: All About Kids SLP,OT,PT,LMSW,Psychology,PLLC (SECSC-2018/19-#7), Achieve Beyond (SECSC-2018/19-#4), Top Grade (SECSC-2018/2019-#19), The Children's Hearing Institute (SECSC-2018/19-#6), Debra Cavaliere (SECSC-2018/19-#20), Childhood Anxiety Solutions (SECSC-2018-2019-#18),
22. **SPECIAL EDUCATION SERVICES CONTRACT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the special education services contract between the Babylon UFSD and the following providers for the 2018-2019 school year: Developmental Disabilities Institute (SPED-2018/19-D, West Islip School district (SPED-2018.19#E)
23. **EDUCATION SERVICES AGREEMENT: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the education services agreement between the Babylon Union Free School District and Educere for the 2018-2019 school year.
24. **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 2018 to June 2018.
25. **DESTRUCTION OF BALLOTS: WHEREAS**, on May 16, 2017 and May 17, 2016 the Babylon Union Free School District conducted its Annual Budget Vote and election; and **WHEREAS**, the District Clerk is currently in possession of all cast ballots resulting from such Annual Budget Vote and election; and **WHEREAS**, the Record Retention and Disposition Schedule Ed-1 provides for the destruction of such ballots after one (1) year from the date of the Annual Budget Vote and Election; and **WHEREAS**, at least one (1) year has elapsed from the date of the Annual Budget Vote and Election held on May 16, 2017 and May 17, 2016 and no proceedings have been commenced with regard to such Annual Budget Vote and Election; and **NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education of the Babylon Union Free School District hereby orders the destruction of all cast ballots resulting from the May 16, 2017 and May 17, 2016 Annual Budget Vote and Election.

- 26. ESTABLISHMENT OF BOARD COMMITTEES: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the following Board Committees be established for the 2018-2019 school year, and **BE IT FURTHER RESOLVED** that the Board of Education approves the appointments of Board Members to chair Board Committees as follows:

Audit: A. Donaldson, chairperson, D. Bencivenga, President of the Board of Education
Finance: L. Jurs, chairperson, C. Dell'Erba, President of the Board Education
Technology: D. Montalto, chairperson, C. Dell'Erba, President of the Board of Education
Policy: E. O'Brien, chairperson, D. Bencivenga, President of the Board of Education
Buildings and Grounds: D. Bencivenga, chairperson, D. Montalto, President of the Board of Education
Curriculum: C. Dell'Erba, chairperson, President of the Board of Education

- 27. BUILDING LIAISONS: RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointments of Board Trustees as building liaisons for the 2018-2019 school year as noted:

Elementary School: A. Donaldson
Grade School: L. Jurs and D. Montalto
Junior-Senior High School: C. Dell'Erba and D. Bencivenga

XXII. OTHER BUSINESS

1. Upcoming Summer Board Workshop & Conference Opportunities
2. Late Summer Board of Education Building Tour and Inspection

XXIII. REPRESENTATIVES OF ORGANIZATIONS - Please approach the podium and state your name.

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

XXV. FUTURE BOARD MEETINGS:

BOE Regular Business Meeting
Monday, August 6, 2018
7:00 p.m. HS Library

BOE Regular Business Meeting
Monday, August 27, 2018
7:00 p.m. HS Library

XXVI. ADJOURNMENT

**BABYLON UNION FREE SCHOOL DISTRICT
SCHEDULE OF REGULAR BUSINESS AND WORK/STUDY BOARD OF EDUCATION MEETINGS
2018/2019 SCHOOL YEAR**

All Regular Business Meetings and Work/Study Meetings of the Board of Education are typically held on Monday evenings and are open to the public, unless otherwise noted. Periodically, the Board of Education may consider a motion to enter into Executive Session to discuss personnel, contractual and other confidential legal matters. If there is an Executive Session, the meeting will return to Public Session to consider the agenda and all other items which may properly come before the Board of Education. On such dates that meetings will begin earlier than the time specified, notice will be posted in all school buildings as well as reflected on the district website at www.babylonufsd.org.

<u>MEETING DATE:</u>	<u>PURPOSE:</u>	<u>TIME:</u>
Tuesday, July 10, 2018	Reorganizational Meeting/Regular Business Meeting	7:00 p.m.
Monday, August 6, 2018	Regular Business Meeting	7:00 p.m.
Monday, August 27, 2018	Regular Business Meeting	7:00 p.m.
Monday, September 17, 2018	Regular Business Meeting	7:30 p.m.
Monday, September 24, 2018	Work/Study Meeting	7:30 p.m.
Monday, October 15, 2018	Regular Business Meeting	7:30 p.m.
Monday, October 22, 2018	Work/Study Meeting	7:30 p.m.
Monday, November 19, 2018	Regular Business Meeting	7:30 p.m.
Monday, December 10, 2018	Regular Business Meeting	7:30 p.m.
Monday, January 14, 2019	Regular Business Meeting	7:30 p.m.
Monday, January 28, 2019	Work/Study Meeting	7:30 p.m.
Monday, February 11, 2019	Regular Business Meeting	7:30 p.m.
Monday, February 25, 2019	Work/Study Meeting	7:30 p.m.
Monday, March 11, 2019	Regular Business Meeting	7:30 p.m.
Monday, March 25, 2019	Work/Study Meeting	7:30 p.m.
Monday, April 15, 2019	Regular Business Meeting & Annual Budget Adoption	7:30 p.m.
Monday, April 29, 2019	Work/Study Meeting	7:30 p.m.
Monday, May 13, 2019	Regular Business Meeting & Annual Budget Hearing	7:30 p.m.
	(Budget Hearing must be held 7-14 days prior to May 21, 2019)	
Tuesday, May 21, 2019	Annual School Budget Vote & Trustee Election	6:00 a.m. – 9:00 p.m.
Monday, June 10, 2019	Regular Business Meeting	7:30 p.m.
Monday, June 24, 2019	Regular Business Meeting	7:30 p.m.

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

**FIRST READING POLICY 8505-
“CHARGING” SCHOOL MEALS AND
PROHIBITION AGAINST SHAMING**

“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:

STUDENT TABLET PROCEDURES

1:1 Initiative - Student Tablet Procedures



Technology Department
Babylon School District
50 Railroad Avenue
Babylon, NY 11702
www.babylon.k12.ny.us
(631) 893-7983

Overview

During the 2018-2019 school year, Babylon School District will begin to issue Tablets for use as part of their educational curriculum. It is the Babylon School District's belief that these devices will help teachers develop the skills they need to become digitally literate and help their students become career ready with 21st century skills. These 21st century skills include:

- ❖ Critical and creative thinking
- ❖ Problem solving skills
- ❖ Information and computer skills
- ❖ Interpersonal and self-direction skills
- ❖ Collaboration and communication in a global business world
- ❖ Experience in an online learning community

Tablet devices will allow students to direct their own learning and have a greater reliance on active learning strategies, which will allow students to be able to transfer knowledge across academic disciplines. The increased access to this technology will enhance instruction and provide more enrichment opportunities during the school day for students to further their academic accomplishments.

Once students receive the Tablet, it will stay with them for the remainder of the school year and will be collected around the first week in June prior to final examinations.

Please Remember: During the school year tablets should be not be left unsupervised within public areas.

Receiving Your Tablet

Tablets will be distributed to students during the summer prior to the beginning of the school year. A parent/guardian must accompany the student to sign out their device, select an insurance option and participate an orientation for the devices. This is a requirement for the distribution of district devices to a student throughout the school year (including students who enter the district after the main distribution times).

Privileges and Consequences

Student's use of the Tablet device is a privilege not a right. The Babylon School District has purchased these Tablets for the sole and express purpose of increasing the digital literacy and 21st century skills of their students for instruction, learning and educational use. Listed below are the standard student privileges.

Standard Privileges:

- ❖ School (K-12) and home use (7-12)
- ❖ Web Browsers: Microsoft Edge, Internet Explorer, Mozilla Firefox
- ❖ Microsoft Office 2016
- ❖ Office 365 Email account, Messenger, SharePoint
- ❖ Microsoft OneDrive
- ❖ Pre-Installed Software Applications
- ❖ Pre-Installed Microsoft Store Apps

Removal of Tablet from Student Use:

The Babylon School District reserves the right to request a student return their device to the technology department at any point within the school year, if they deem it necessary, or if the student has violated the terms of use of the Tablet as set forth in this agreement.

Taking Care of Your Tablet

Tablets that are broken or fail to work properly must be taken to the Technology Department Immediately (HS Room 208/ES Room D12) for repairs.

General Precautions:

- ❖ No food or drink should be next to your Tablet at any time, in school or at home.
- ❖ Cords, cables, and removable storage devices must be inserted carefully into the tablet as to not damage either end (plug or port).

- ❖ Students must carry their Tablet with the screen covered (not in tablet mode).
- ❖ To conserve battery life during the school day, students should put their Tablets in sleep mode while not in use, and turn the Tablet off at the end of the school day for transit from school to home.
- ❖ Tablets must remain free of any writing, drawings, stickers, labels, etc that are not the property of the Babylon School District.
- ❖ Tablets must never be left in an unlocked car or any unsecured area in school or outside of school.
- ❖ Tablets must never be stored in an area that receives direct sunlight, an area that is excessively heated, or an area which exposes the device to excessive cold. Exposure to these conditions could damage the Tablet.
- ❖ Students are responsible for charging their tablet for each school day. Tablet battery life will vary depending on use, but can generally be charged at night and last the entire school day.

Carrying Tablets:

The bag provided with the Tablet will have sufficient padding to protect the Tablet from normal wear and provide a suitable means for carrying the computer within the school and to and from home. The guidelines below should be followed in order to protect the tablet from damage.

- ❖ Tablets must be within the protective case or the keyboard closed when carried.
- ❖ Some carrying cases (purchased outside of the school provided bag) allow for additional objects to be placed within it (such as folders, workbooks and textbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the Tablet screen. The Tablet must be covered (not in tablet mode) and facing in (against the padded lining) of the bag to protect it from damage.
- ❖ It is recommended that tablets be TURNED OFF before placing them in the bag for transportation home. When within school they can be closed to place the Tablet into Stand By mode to transport it to another location.

Screen Care:

The Tablet screens can be damaged if they are subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure to the screen from carrying them within a bag filled with other objects.

- ❖ Do not lean on the top of the Tablet when it is open or closed.
- ❖ Do not place anything near the Tablet that if knocked into could put any pressure on the Tablet screen.
- ❖ Do not place anything in the carrying bag that might put pressure on the case/keyboard, which covers the screen.

- ❖ Do not place anything in-between the screen and the cover/keyboard such as a pen, pencil, thumb-drive, etc. before closing it.
- ❖ Clean the screen with a soft, dry cloth or with the anti-static cloth. **DO NOT** clean your screen with an alcohol-based solvent as it will damage the screen.

Using Your Tablet at School

Tablets are intended for use at school each day of the school year as teachers will prepare coursework based on the availability of technology within the classroom. In addition to teacher expectations for appropriate use of the Tablet for coursework, the school may utilize this system for messages, announcements, calendars and schedules. During the school day it is the student's responsibility to have their Tablet ready for use when they enter a class that will utilize it for that day's lesson; classes should not be expected to wait for students to load their Tablet.

Tablet Undergoing Repair:

Depending on the reason for repair, there may be a loaner Tablet available to issue to a student or the students would be required to utilize desktop computers within each classroom to finish the required assignments. A Tablet under repair is not an excuse for incomplete classroom assignments.

Charging Your Tablet's Battery

Tablets should be brought to school each day in a fully charged state. The students can charge their Tablet at school during the school day as long as it does not create an unsafe situation, with wires that can be tripped on by teachers or students, and potentially damage the Tablet.

Account Image, Screensavers and Backgrounds

Students should choose an account image for Office 365, although it does not have to be an image of themselves. All images should be appropriate for an educational environment.

Students may change Screensavers and backgrounds in an appropriate manner.

Sound:

Sound should be muted or low at all times as to not interfere with the educational process in other classrooms.

Printing:

Students will be able to print material from the Tablet in a designated area determined by each building; however, this privilege will be removed for:

- ❖ Excessive printing without retrieval.
- ❖ Printing material that is not for instructional purposes.
- ❖ Printing material that is inappropriate.

Although student can add a printer for home use to their device, school printers will be added by the IT department only.

Managing Your Files, Saving Your Work & Electronic Communication

The Babylon School District provides each student with unlimited storage space on the districts server. This space is to be utilized for educational purposes that are directly related to student's coursework. The Babylon School District reserves the right to control or monitor this space and all data that is stored within it. There should be no expectation of privacy and designated district personnel have the right to inspect these files as they see fit in regards to potential violations of the user agreement.

Microsoft OneDrive for Business:

Babylon Common School District utilizes Microsoft OneDrive for Business to allow students to sync their school documents (local storage) with a cloud storage (storage that can be accessed from any computer, tablet or smartphone with an Internet connection). This will give students 24/7 access to their instructional materials.

When a student syncs their files (by logging into the school network, through a Tablet or other school computer device) the district reserves the right, to monitor documents, files, etc. that are synced to the local storage network and at no point should students have an expectation of privacy.

Any incidents that arise, that are out of the scope of the districts capacity to control and monitor, they will work with local, state or federal authorities to resolve the issue.

Microsoft OneDrive for Business provides one terabyte of storage space with each user account.

Electronic Mail:

Each student is provided an email address associated with the school districts Office 365 account. Secure passwords are set by individual students and must be reset by the technology department if forgotten. No other e-mail account (gmail, Hotmail, yahoo, etc.) should be accessed utilizing the Tablet provided to the student by the Babylon School District or within the school building.

Students should:

- ❖ Always use appropriate language in communications.
- ❖ Not transmit language, materials that are profane, obscene, abusive or offensive to others.
- ❖ Not transmit mass e-mails, chain letters or spam.
- ❖ Maintain high integrity with regard to email content.
- ❖ Not access another student's email account. This may result in disciplinary action.

Instant Messaging/Video Chat/Voice Chat:

Students have the opportunity to collaborate with teachers and classmates, through instant messaging, video chat and voice chat. These features are to be used for appropriate school coursework and not personal interactions.

Students should:

- ❖ Always use appropriate language in communications.
- ❖ Not utilize these features for inappropriate actions, or use language that is profane, obscene, abusive or offensive to others.
- ❖ Maintain high integrity with regard to utilizing these communication tools.
- ❖ Understand that these communications are logged within the Office 365 environment and cannot be deleted by students.

Do not store confidential material in the OneDrive for Business or use electronic communication tools to send this information

Software on Tablets

Tablets issued to students will come with pre-installed software licensed to Babylon School District and Apps from the Microsoft Store that must remain on the Tablet at all times. Any removal of this software will result in the suspension of privileges to utilize the tablet. If there is a need to remove a piece of software, please submit a support ticket to the technology department.

Tablets Pre-Installed Software:

- ❖ Windows 10 Operating System with Babylon School District Tiled Start Menu (Additional tiles can be added by the student at any time).
- ❖ Microsoft Office 365 2016 Professional including Word, Publisher, PowerPoint, Excel, Access, Outlook, OneNote, Office Mix, Learning Tools, Class Notebook, OneDrive for Business and Ink Replay.
- ❖ Adobe Dreamweaver, Photoshop, Illustrator, Lightroom, Audition and Acrobat DC.
- ❖ 123 Design, Makerbot Desktop, Lego Mindstorm
- ❖ Smart Notebook 17, Active Inspire, ImageMate
- ❖ Java, Quicktime, Shockwave, Silverlight
- ❖ VLC Player
- ❖ Microsoft Anti-virus
- ❖ Web Filter

From time to time the school may add software applications for use within a particular course. The licenses for this software may require that the software be deleted from the Tablet at the completion of the course.

Students who have software that could aid or enhance their academic progress or enrich the learning environment that has been legally obtained, may submit a support ticket to the technology department for installation. The technology department reserves the right to say no, if they feel the software is a threat to the device or the district network. Any unauthorized installation of software on the Tablet device by the student may result in removal of the privilege to utilize the Tablet.

Additional Software/Toolbars:

It is the responsibility of the individual students to be aware of additional software/toolbars that are installed onto their Tablet. Students should read through all “updates” to installed software (such as but not limited to Adobe Flash Player, Quicktime, Windows Media Player, etc.) before clicking the update button. Any installation of unwanted software/malware/toolbars might result in the Tablet needing a full system restore and become unavailable to the student to utilize in the classroom.

Virus Protection:

Tablets issued to students have anti-virus protection software installed. This software will scan the hard drive for known viruses at boot up. The virus software will be upgraded remotely when the district technology department feels it is necessary. In rare circumstances, it may mean student’s access to Tablets within school for a given timeframe will be limited or not available. The school’s storage server and mail server are also equipped with built-in anti-virus software.

Apps:

The Microsoft App Store has a variety of educational apps that can help enhance the learning environment and enrich coursework for students that may want to utilize on a regular basis. These apps can be downloaded by the students and installed on Tablets without the direct permission of the technology department. Any Apps that are installed that the technology department identifies as a hazard to the district network will be removed, either in person or remotely.

If you purchase personal apps, any charges incurred by purchasing apps, are the responsibility of the students; (Microsoft licenses allow you to install purchased apps on up to five devices).

Web Filter:

All tablet devices are filtered whether the students are in school or at home, for specific categories of web content that is inappropriate in an educational setting.

Inspections:

Student issued Tablets are the exclusive property of the Babylon School District as such, they can and will be inspected at random intervals throughout the school year for compliance with all of the policies and procedures outlined within this document and the districts computer network acceptable use policies. Students found out of compliance will be subject to removal of Tablet use privilege.

PLEASE NOTE: The Babylon School District does not accept responsibility for the loss of any student added software, apps, or data that is deleted due to updates, repairs, re-formatting or re-imaging of the Tablet device.

Acceptable Use Policies

General Guidelines:

- ❖ Students will have access to all available forms of electronic media and communication, which is in support of education and research and in support of the educational goals and objectives of the Babylon School District.
- ❖ Students are responsible for their ethical and educational use of the technology resources provided to them by the Babylon School District.
- ❖ Access to the Babylon School District technology resources is a privilege and not a right. Each student will be required to follow the Computer Network and Internet Acceptable Use Policy.
- ❖ Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, cyber-bullying and computer viruses.
- ❖ Any attempt to alter data, the configuration of the Tablet, or the files of another user, without the consent of that individual, school administrator or the technology department, will be considered an act of vandalism and subject to disciplinary action.
- ❖ Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terrorist, abusive, sexually explicit, threatening, stalking, demeaning or slanderous language will be subjective to disciplinary action.

Privacy & Safety:

- ❖ Do not open, edit or delete files that do not belong to you.
- ❖ Do not reveal your full name, phone number, home address, social security number, credit card numbers, and passwords to anyone while utilizing a Tablet supplied by Babylon School District.

- ❖ Do not go into chat room or send chain letters that are not for academic purposes.
- ❖ If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, notify the technology department immediately so that such sites can be blocked from further access and that you are not held accountable for browsing to sites you are not permitted to utilize. This is not a request, this is a responsibility and by not doing so, you may lose the privilege of the Tablet.
- ❖ If you notice any suspicious file, folder, websites, accounts, activity; please contact the technology department as soon as possible.

Legal Propriety:

All students must comply with all trademark and copyright laws and all license agreements, whether it is student owned or school owned, in regards to use of their Tablet. Ignorance of the law is not immunity, and you will be held accountable for your actions.

- ❖ Use or possession of hacking software, file sharing software or websites utilized for these purposes is strictly prohibited and violators will be subject to disciplinary actions. Violations of applicable state or federal law, including the New York State Penal Code, Computer Crimes, may result in criminal prosecution or disciplinary action by the district.

Consequences:

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Babylon School District Tablet Procedures and Computer Network and Internet Acceptable Use Agreement may result in disciplinary action or through legal institutions.

Electronic mail (e-mail), messenger, files stored on the Tablet, school network or synced cloud storage as well as usage of computers on the school network and the Tablet, whether it is in school or at home, may NOT be considered confidential. The district may monitor at any time by designated district staff or “journaling” to ensure the appropriate use of this as an educational tool. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of these materials are governed by the New York Freedom of Information Law; authorities will be given access to their content.

Protecting & Storing Your Tablet

Tablet Identification:

student Tablets will be labeled in the manner specified by the school. Tablets can be identified in the following ways:

- ❖ Record of serial number, Babylon School District ID tag, device name and location software.

Password Protection:

Students will need to change their current password to access their network account to a “strong password”, which will contain a capital letter, number and symbol. This password must not be shared with anyone, as your Tablet is your responsibility. If you forget your password, you must have it reset by the technology department, which could impact instruction within your classroom.

Storing Your Tablet:

When students are not using Tablets, they must be placed in in a safe and secure location throughout the day, and nothing must be placed on top of the Table, or stored in your vehicle due to heat and cold.

Tablets Left in Unsupervised Areas:

Please do not leave tablets in open areas that are insecure or unsupervised. For example, if you stay after school for activities, place your tablet in your locked locker. If the Tablet is stolen, the student will be responsible for filing a police report. Without a police report, the student will be responsible for total cost of replacing the device.

Repairing & Replacing Your Tablet

The Babylon School District recognizes that with the implementation if the Tablet initiative there is a need by the district to protect the investment. The following outlines the various areas of protection: warranty and insurance that the district provides.

Tablet Manufacturer Warranty:

This coverage is purchased by the Babylon School District as part of the purchase price of the device. The manufacturer warrants the Tablet from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the Tablet but it must be sent back to the manufacturer, which will result in the student not having access to a Tablet during this time. This warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

Insurance for Theft, Loss, or Damage by Fire or Act of God:

Tablets that are stolen, lost or damaged by fire are not covered by the warranty of the manufacturer; the district has three options for coverage.

1. School District Protection:

If you elect this option, you choose to pay the school district an annual (non-refundable) protection payment for coverage of theft, loss, or damage by fire or other "act of god," in the amount of \$25 per student not to exceed \$50 per family for coverage when there are more than two children in the school who receive Tablet devices. This annual coverage begins upon receipt of the payment and ends at the conclusion of the school year.

2. Personal Insurance Protection:

If you elect this option, you will cover the Tablet under your own insurance policy and in the case of a theft, loss, or damage by fire or other "act of god," you agree to pay the Babylon School District the amount received from your insurance company plus any additional amount needed to cover the Tablet replacement not to exceed \$850.

3. No Protection:

If you elect this option, you agree to pay for the replacement of the Tablet at a cost not to exceed \$850 should the Tablet be stolen, lost, or damaged by fire or another "act of god."

Please Note: Lost or damaged pens, mouse, power supplies, bags, cases or other accessories provided to you are NOT covered under the insurance program and must be paid for by the student/parent/guardian prior to or at the time of returning your tablet (see tablet below for costs).

Additional Information:

In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST** be filed by the student for the protection coverage to take place. A copy of the police/fire report must be provided to the technology department.

Intentional Damage:

Warranty or school district Tablet protection **DOES NOT** cover intentional damage to the Tablet. Students are responsible for full payment of intentional damages to Tablets, not to exceed \$850. The district reserves the right to remove privileges to a new Tablet once the payment has been made for intentional damage, as Tablets are a privilege not a right.

Claims:

All insurance claims must be reported to the technology department. Students must file a police or fire report and bring a copy of the report to the school district before a Tablet can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action.

The district may utilize software applications and local authorities to alert pawn shops in the area to be aware of any district owned equipment.

Student Carelessness:

Tablet damage that occurs as the result of student carelessness will be assessed the fees listed below. Examples of student carelessness would be: Styluses (pens) that are noticeably damaged, latches that hold the lid closed being pulled out of the Tablet case, screens that are cracked or broken due to shutting the lid with objects still on the keyboard and the continual loss of keys from the keyboard, damage resulting from leaving the Tablet unattended in school or at home.

In cases of "student carelessness" the following fees/charges will be assessed:

Bluetooth Mouse Replacement: \$50

Broken or missing pen: \$50

Broken or missing bag: \$40

Broken or missing charger: \$75

Broken Keyboard or missing keys: \$150

Broken or cracked screen: cost of replacement not to exceed \$850

Tablet Technical Support

The technology department will coordinate repair work for Tablets. Students should understand that repairs could take a few minutes to several days.

Services include the following:

- ❖ Hardware maintenance and repairs
- ❖ Password identification
- ❖ User account support
- ❖ Operating system and software configuration report
- ❖ Re-imaging hard drives
- ❖ Updates and software installations
- ❖ Coordination of warranty repairs
- ❖ Distribution of loaner Tablets and batteries

**Tablet Agreement Form
Babylon School District**

I agree that I have read and fully understand the 1:1 Initiative – Student Tablet Procedures as outlined in this document.

I further agree that I: _____

- ❖ Understand that student use of a Tablet and Office 365 account is a privilege and not a right.
- ❖ Follow all rules and regulations set forth within the Babylon School District Computer Network and Internet Acceptable Use Agreement.
- ❖ Understand that the Tablet and all Office 365 components, including but not limited to teacher files, emails, messaging, belong to the Babylon School District.
- ❖ Understand that all violations have consequences through the disciplinary actions.

Parent/Guardian First Name: Parent/Guardian Last Name: Student Name First and Last: Grade: _____

Parent Signature: Student Signature: _____

Date: _____

For Internal Use Only:

Date Distributed: _____ Distributed By: _____ Babylon ID#: _____
____ Pen ____ Power Supply ____ Bag/Sleeve ____ Case

Tablet Insurance Coverage Election Form
Babylon School District

_____ **Option #1: No Insurance**

If you elect this option, you agree to pay for the replacement of the Tablet at a cost not to exceed \$850 should the Tablet be stolen, lost, or damaged by fire or another "act of GOD."

_____ **Option #2: Personal Insurance**

If you elect this option, you will cover the Tablet under your own insurance policy and in the case of a theft, loss, or damage by fire of other "act of GOD," you agree to pay the Babylon School District the amount received from your insurance company plus any additional amount needed to cover the Tablet replacement not to exceed \$850.

_____ **Option #3: School District Protection**

If you elect this option, you choose to pay the school district an annual (non-refundable protection payment for coverage of theft, loss, or damage by fire or other "act of GOD," in the amount of \$25 per student not to exceed \$50 per family for coverage when there are more than two children in the school who receive Tablet devices. This annual coverage begins upon receipt of the payment and ends at the conclusion of the school year. ***Please note there is additional charges for items not covered by the insurance. Please read the procedures above carefully***

I have read, understand and agree to the option I have checked:

_____ Print Student Name

_____ Print Parent/Guardian Name

_____ Grade:

_____ Student Signature

_____ Parent/Guardian Signature

_____ School Building: