

**ELWOOD PUBLIC SCHOOLS
REGULAR BUSINESS MEETING OF THE BOARD OF EDUCATION
November 17, 2011
Elwood Middle School Auditorium - 6:00 p.m.**

AGENDA

- A. PLEDGE OF ALLEGIANCE** – Board President
- B. CALL TO ORDER** – District Clerk (6:00 p.m.)
- C. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)** (TAB A)
1. Business Meeting – October 20, 2011
- D. COMMENDATIONS**
This section of the agenda gives the Board of Education an opportunity to publicly recognize and commend individuals for outstanding accomplishments or contributions made to Elwood schools. (*deferred*)
- E. REPORT FROM THE SUPERINTENDENT OF SCHOOLS/SUPERINTENDENT'S COMMENTS REGARDING TONIGHT'S AGENDA** – Mr. Peter C. Scordo (6:05 p.m. – 6:10 p.m.)
1. Report from Michael Diesu, Student Liaison
- F. RESIDENTS' REMARKS** (6:10 p.m. – 6:15 p.m.)
The Board encourages all residents to attend its meetings, and this section of the agenda affords them the opportunity to speak. Persons wishing to speak should identify themselves and any organization they represent at the meeting. Comments should be kept as brief as possible and may not exceed three minutes (Board Policy 3452). Public discussion of matters relating to staff, students, or others at which their reputations, privacy or right to due process could be in some way violated is prohibited.
- G. DISCUSSION ITEMS** -- None
- H. FINANCIAL MATTERS** (TAB B)
1. Recommend the Board acknowledge receipt for audit of the Treasurer's Report for the month ended September 30, 2011.
2. Recommend the Board acknowledge receipt for audit of the Revenue Report for the month ended September 30, 2011.
3. Recommend the Board acknowledge receipt for audit of the Cash Flow Report for general funds for the month ended September 30, 2011.
4. Recommend the Board acknowledge receipt for audit of the Budget Status Report for the month ended September 30, 2011.
5. Recommend the Board acknowledge receipt for audit of the Trial Balances for all funds as of September 30, 2011.
6. Recommend the Board acknowledge the receipt for audit of the Extra Classroom Fund Reports (High School and Middle School) for the quarter ended September 30, 2011.
7. Recommend the Board approve the budgetary transfers.

I. BUSINESS MATTERS

(6:15 p.m. – 6:25 p.m.)

BE IT RESOLVED THAT, upon the recommendation of the Superintendent of Schools, the following business matters be approved:

1. Personnel Agenda -- as per attached

(TAB C)

2. Special Education

a. Recommend the Board approve the Committee on Special Education's recommendations for students' classifications/placements and/or discontinuance of services:

Submitted to the Board

Meeting Dates

October 17

October 12

October 19

October 18

October 20

October 15

October 21

September 21, October 15, 19

October 24

October 7, 17

October 28

October 25

October 31

October 25

November 1

September 26

November 3

November 1

b. Recommend the Board approve the Committee on Preschool Special Education's recommendations for students' classifications/placements and/or discontinuance of services.

3. Business Agenda -- as per attached

(TAB D)

4 Other

Recommend the Board approve policy 2260.1 Citizens Finance/Budget Advisory Committee (*first reading*).

(TAB E)

J. RESIDENTS' REMARKS

(6:25 p.m. – 6:30 p.m.)

Remarks are limited to items voted on and/or discussed at this business meeting. Persons wishing to speak should identify themselves and any organization they represent at the meeting. Comments should be kept as brief as possible and may not exceed three minutes (Board Policy 3452). Public discussion of matters relating to staff, students, or others at which their reputations, privacy or right to due process could be in some way violated is prohibited.

K. ADJOURNMENT

(6:30 p.m.)

ELWOOD PUBLIC SCHOOLS
Elwood, New York

BOARD OF EDUCATION PERSONNEL ACTIONS

November 17, 2011



KEY:	P-1: Position Abolition	P-6: Tenure Appointments
	P-2: Position Creation	P-7: Other Appointments
	P-3: Resignations	P-8: Other
	P-4: Leaves	P-9: Changes in Table of Organization
	P-5: Terminations/Excesses	

The Superintendent of Schools recommends that the Board of Education approve the following personnel action items:

P-1-- Position Abolitions:	No Recommended Actions
P-2-- Position Creations:	No Recommended Actions
P-3-- Resignations:	No Recommended Actions
P-4-- Leaves:	No Recommended Actions
P-5-- Terminations:	No Recommended Actions
P-6-- Tenure Appointments:	No Recommended Actions
P-7-- Other Appointments:	

A) Instructional:

1) **JADE MADDEN**

Position	Special Education Teacher (0.4 FTE)
Type of Appointment	Probationary
Assignment	Elwood-John H. Glenn High School and Elwood Middle School
Effective Date	September 1, 2011
Certification	Initial Mathematics 7-12 and Students With Disabilities –Grades 7-12 Mathematics
Expiration Date	August 31, 2013
Tenure Eligibility	September 1, 2013
Tenure Area	Special Education
Salary	MA, Step 5
Reason	Ms. Madden has been a 1.0 Mathematics Teacher. Her assignment for 2011-2012 is 0.6 FTE in Mathematics and 0.4 FTE in Special Education. The 0.4 Special Education assignment requires a probationary appointment in the Special Education tenure area.

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2) **KAITLYN PARKER**

Position	Reading Teacher (0.4 FTE) and Special Education Teacher (0.6 FTE)
Type of Appointment	Probationary
Assignment	Elwood Middle School
Effective Date	September 1, 2010
Certification	Initial Literacy (Birth – Grades 6) and (Grades 5-12); Students With Disabilities (Grades 1-6) and (Grades 5-9) Generalist; Early Childhood Education (Birth – Grade2); Childhood Education (Grades 1-6) and Generalist in Middle Childhood Education (Grades 5-9)
Expiration Date	August 31, 2013
Tenure Eligibility	September 1, 2013
Tenure Area	Reading and Special education
Salary	MA+15, Step 4
Reason	Ms. Parker's assignment for the 2010-2011 school year was 0.6 FTE in Special Education and 0.4 FTE in Reading. This appointment corrects the record which was presented at the July 16, 2010 Board of Education meeting.

B) Civil Service:

1) **STEPHANIE BENTO**

Position	Paraprofessional
Civil Service Title	School Monitor
Type of Appointment	Part-time, 2.0 hours per day, 10 months
Assignment	Harley Avenue Primary School
Effective Date	November 21, 2011
Permanent Status Date	Not applicable
Certification	Civil Service (Labor Class)
Salary	In accord with the contract between the District and the Elwood Paraprofessional Association
Reason	To fill a vacant position on the Table of Organization

P-8-- Other:

- a) Recommend the Board of Education reappoint the following individuals on an emergency conditional basis until New York State mandated fingerprint background check results in final clearance:

<u>Employee</u>	<u>Job Area</u>	<u>Effective Date</u>
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No recommendations at this time.

BOARD OF EDUCATION PERSONNEL ACTIONS

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- b) Recommend the Board of Education appoint the following individuals on an emergency conditional basis until New York State mandated fingerprint background check results in final clearance:

<u>Employee</u>	<u>Job Area</u>	<u>Effective Date</u>
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No recommendations at this time.

- c) Recommend the Board of Education approve Marie Archibee, Gail Brindley, Maria Brissotti, Evelyn Gose, Judy Schmauch, Fran Rogers and Fran Spiegel as scorers for the Grade 6, 7 and 8 ELA Tests.
- d) Recommend the Board of Education approve the attached Salary and Benefits Agreements for the following School Nurses: Linda Wilson, Maureen Cavanagh, Lisa McNamara, Linda Pellegrino and Karen Wenda.
- e) Recommend the Board of Education approve the following winter Interscholastic Coaching assignments for the 2011/2012 school year:

<i>Emile Barnett</i>	<i>Girls' Winter Track Varsity Assistant Coach</i>
<i>Jordan Ioviero</i>	<i>Boys' Basketball JV Coach</i>
<i>Kevin Lavey</i>	<i>Late Winter Wrestling Assistant Coach (6 weeks)</i>
<i>Christopher Euler</i>	<i>Late Winter Wrestling Assistant Coach (3 weeks)</i>

- f) Recommend the Board of Education approve the attached addendum to the Schedule of Substitute Teachers/Nurses for the 2011/2012 school year.
- P-9-- Recommend the Board of Education approve the following changes in Table of Organization as a result of new and pending appointments:
- 1) Clerical: Additional 1.0 FTE at the Elwood-John H. Glenn High School for a Senior Clerk Typist position effective February 1, 2012. Restoration of the High School Guidance/Main Office Clerical position.

SCHEDULE OF SUBSTITUTE TEACHERS AND NURSES
November 2011

<u>Name, Address</u> <u>Telephone No:</u>	<u>Certification:</u>	<u>Expiration Date:</u>	<u>Approval:</u>
<i>Albert, Marilyn</i>	Registered Nurse	7/31/2013	All K-12
<i>Custini, Amanda</i>	Childhood Ed B-2 Childhood Ed 1-6 Students with Disabilities	I-9/16 I-9/16	All K-12 I-9/16
<i>DeMarie, Jessica</i>	English 7-12	I-2/07	All K-12
<i>Ioviero, Jordan</i>	Physical Education	I-2/16	All K-12

ELWOOD PUBLIC SCHOOLS
Elwood, New York

BOARD OF EDUCATION PERSONNEL ACTIONS

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ADDENDUM TO THE ORIGINAL PERSONNEL AGENDA

KEY:	P-1: Position Abolition	P-6: Tenure Appointments
	P-2: Position Creation	P-7: Other Appointments
	P-3: Resignations	P-8: Other
	P-4: Leaves	P-9: Changes in Table of Organization
	P-5: Terminations/Excesses	

The Superintendent of Schools recommends that the Board of Education approve the following personnel action items:

P-8-- Other:

- a) Recommend the Board of Education approve the following Co-Curricular changes for the 2011/2012 school year:

<u>School:</u>	<u>Position:</u>	<u>Advisor:</u>	<u>Stipend:</u>
<i>John Glenn</i>	<i>Mentoring</i>	<i>Nancy Pina</i>	<i>Resignation</i>
<i>Elwood Middle</i>	<i>Video Yearbook (Co-Advisor)</i>	<i>Brian Bissinger</i>	<i>Resignation</i>
<i>Elwood Middle</i>	<i>Video Yearbook (Co-Advisor)</i>	<i>Kaitlyn Parker</i>	<i>Resignation</i>
<i>Elwood Middle</i>	<i>Memorybook Photo. (Co-Adv)</i>	<i>Kaitlyn Parker</i>	<i>Resignation</i>
<i>Elwood Middle</i>	<i>Video Yearbook</i>	<i>Diana LaMacchia</i>	<i>\$1,364.00</i>
<i>(replacing Bissinger and Parker, LaMacchia to be sole advisor)</i>			
<i>Elwood Middle</i>	<i>Memorybook Photo. (Co-Adv)</i>	<i>Mallory Stroud</i>	<i>\$370.50</i>
<i>(replacing Parker as Co-advisor)</i>			

- b) Recommend the Board of Education approve Laura Hooghuis, a temporary Teaching Assistant at the Harley Avenue Primary School, for up to an additional four weeks for her assignment as a 1:1 Teaching Assistant which ends on December 1, 2011.
- c) Recommend the Board of Education approve Vincent Arbia, a temporary Teaching Assistant at the James H. Boyd Intermediate School, for up to an additional three weeks of time for his assignment as a 1:1 Teaching Assistant.
- d) Recommend the Board of Education approve Donna Pape, a substitute teacher, to be a temporary Teaching Assistant at the Elwood-John H. Glenn High School, effective November 3, 2011 for a period of up to four weeks. This position was previously held by Cheri Blauer who was transferred to another assignment.
- e) Recommend the Board of Education approve Eileen Caputo, a temporary Teaching Assistant at the Elwood Middle School, for up to an additional two weeks of time for her assignment as a 1:1 Teaching Assistant.

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- f) Recommend the Board of Education approve Jacqueline Hooghuis, a Paraprofessional at the Harley Avenue Primary School, for up to an additional eight weeks for her additional 40 minutes per day assignment
- P-9-- Recommend the Board of Education approve the following changes in Table of Organization as a result of new and pending appointments:
- 1) Teaching Assistants: Additional 3.0 FTE for the following teaching assistant positions:
 - a) James H. Boyd Intermediate School – General Education 1.0 FTE
 - b) Elwood Middle School – Special Education 1.0 FTE
 - c) Elwood-John H. Glenn High School – Special Education 1.0 FTE

Elwood Union Free School District

Board of Education Business Items

November 17, 2011

Board Agenda

Key:	B1: Contracts	B5: Other
	B2: Bid awards	
	B3: Health Services	
	B4: Donations	

The Superintendent of Schools recommends that the Board of Education approve the following business action items:

B1: Contracts

(Tab 1)

- a. Recommend the Board approve the Software License Agreement with **EDGE Document Solutions, LLC** and Equipment Maintenance Agreement beginning January 1, 2012.
- b. Recommend the Board approve the *revised transportation contracts with Huntington Coach* for the 2011/2012 school year. The new rate reflects the correct rate increase.
- c. Recommend the Board approve the contract for the Boyd School 5th grade trip with **Skyline Cruises** for a fun and educational narrated sightseeing trip down the East River to the Statue of Liberty on June 7, 2012. The trip is funded through Boyd PTA donations.

B2: Bid Awards

No Recommended actions

(Tab 2)

B3: Health Service Contracts *No Recommended actions*

(Tab 3)

B4: Donations

(Tab 4)

- a. Recommend the Board accept the **donation of \$35.00 from Elwood PTA Council** to be used for supplies at John H. Glenn High School. The appropriate revenue and expenditure budget codes will be adjusted accordingly.

B5: Other

(Tab 5)

- a. Recommend the Board approve the **disposal of old, outdated and/or obsolete books** from the Boyd Library as per the attached memo from Irene Kossowsky, Media Specialist at Boyd Library.
- b. Recommend the Board approve the **disposal of a piano** at Harley Avenue Primary School that is not repairable and can no longer be tuned as per the attached memo from Richard Rouse. The piano was donated years ago and is now too old and damaged for use.

- c. Recommend the Board approve the **reallocation of the remaining funds from the sale of Manor Plains**, currently in District-wide Capital Projects, to the track renovation. (see attached Schedule of Project Expenditures)
- d. Recommend the Board approve the **Budget Calendar for 2012/2013**.
- e. Recommend the Board approve an **increase in our 2011/2012 expenditure budget by \$220,655 and our revenue budget by \$220,655** in order to change our budget to properly reflect the changes in the Education Law requiring school districts to pay directly the state-supported schools and then submit claims to the state.

CITIZENS FINANCE/BUDGET ADVISORY COMMITTEE

The Elwood Citizens Finance/Budget Advisory Committee will consist of community residents and will assist the Board of Education regarding the strategic planning of district finances and the school district budget.

The Committee will function in an advisory capacity under the direction of the Board of Education. The Board can utilize the committee members' broad perspective and various expertise in a review of the economic landscape, district assets and liabilities, the annual budget, and future budgets to create greater clarity of school finances and understanding regarding the budget proposal. A consensus of committee members with regular attendance can make advisory recommendations to the Board of Education. Matters that speak directly to issues protected by collective bargaining agreements will not be under the purview of the CF/BAC. Committee recommendations are not a pre-requisite function of the Board's budgetary proposal.

Membership and Method of Selection

Committee members will serve a one-year term commencing annually, immediately following appointment by the Board at the August business meeting, and ending June 30th of the fiscal year.

The Citizens Finance / Budget Advisory Committee will be composed of no more than fifteen (15) individuals who are residents of the School District and will be structured to represent the broadest possible interests of the Elwood Community. Committee member positions will be filled by an application process and by lottery. The Board of Education may also directly appoint any community member to the Citizens Finance/Budget Advisory Committee. CF/BAC members can be appointed and removed at the Board's discretion. The Board of Education will appoint a chairperson of the committee to be a liaison with the Board. The Superintendent and Assistant Superintendent of Business, or staff designees will serve or be assigned as ex officio members of the Committee.

Member Requirements

In order to ensure productive dialogue, CF/BAC members are required to attend an annual informational meeting / seminar describing pertinent laws, regulations, and school budgeting requirements imposed by New York State authorities in order to maintain participation on the committee. The informational meeting will occur annually during the month of September.

Adopted:

Ref:
NYS Education Law 1709; Article 14 of the New York State Civil Service Law: Public Employees Fair Employment Act