

**ELWOOD PUBLIC SCHOOLS
BUDGET WORKSHOP AND
REGULAR BUSINESS MEETING OF THE BOARD OF EDUCATION
February 16, 2012
Elwood Middle School Auditorium - 7:30 p.m.**

AGENDA

- A. **PLEDGE OF ALLEGIANCE** – Board President (7:30 p.m. – 7:35 p.m.)
- B. **CALL TO ORDER** – District Clerk
- C. **APPROVAL OF MINUTES OF PREVIOUS MEETING(S)** (7:35 p.m. – 7:40 p.m.) (TAB A)
1. Business Meeting – January 19, 2012
 2. Special Meeting – February 2, 2012
- 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 (7:40 p.m. – 7:45 p.m.)
1. Report from Michael Diesu, Student Liaison
- F. **RESIDENTS' REMARKS** (7:45 p.m. – 8:15 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. **BUDGET WORKSHOP #4:**
1. CF/BAC Presentation by Chairperson, Ken Rubin (8:15 p.m. – 8:45 p.m.)
 2. Special Education Budget (8:45 p.m. – 9:30 p.m.)
 - a. Review of the Special Education budget for 2012-13
 - b. Presentation of the Comprehensive Educational Plan associated with the New York State School Quality Review Program (see *Tab E*)
- H. **FINANCIAL MATTERS** (9:30 p.m. – 9:35 p.m.) (TAB B)
1. Recommend the Board acknowledge receipt for audit of the Treasurer's Report for the month ended December 31, 2011.
 2. Recommend the Board acknowledge receipt for audit of the Revenue Report for the month ended December 31, 2011.
 3. Recommend the Board acknowledge receipt for audit of the Cash Flow Report for general funds for the month ended December 31, 2011.
 4. Recommend the Board acknowledge receipt for audit of the Budget Status Report for the month ended December 31, 2011.
 5. Recommend the Board acknowledge receipt for audit of the Trial Balances for all funds as of December 31, 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 December 31, 2011.

I. BUSINESS MATTERS

(9:35 p.m. – 9:45 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:

<u>Submitted to the Board</u>	<u>Meeting Dates</u>
January 17	December 15
January 27	January 9, 20, 26
February 1	January 17
February 2	January 30
February 9	December 15

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

<u>Submitted to the Board</u>	<u>Meeting Dates</u>
January 24	January 5, 12
January 26	December 19
January 30	January 26
January 31	January 12
February 6	January 26

3. Miscellaneous

- a. Recommend the Board approve Policy 5285 – Concussion Management *(first reading)*.

(TAB D)

- b. Recommend the Board approve the Comprehensive Educational Plan associated with the New York State Quality Review Program.

(TAB E)

- c. Recommend the Board nominate Sydney Finkelstein to serve as a member of the Western Suffolk BOCES Board for a three year term commencing July 1, 2012.

4. Business Agenda -- as per attached

(TAB F)

J. ITEMS NOT LISTED ON AGENDA

K. COMMUNICATIONS

L. RESIDENTS' REMARKS

(9:45 p.m. – 10:15 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.

M. EXECUTIVE SESSION

(10:15 p.m. – 11:00 p.m.)

1. Personnel matters
2. Labor relations/contract negotiations

N. ADJOURNMENT

ELWOOD PUBLIC SCHOOLS
Elwood, New York

BOARD OF EDUCATION PERSONNEL ACTIONS



February 16, 2012

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:

A) Instructional:

1) **ANNE MATEER**

Position
Assignment

Teacher (Library)
Elwood Middle School and James H. Boyd
Intermediate School

Effective Date
Reason

July 1, 2012
Retirement

B) Civil Service: No Recommended Actions

P-4-- Leaves: No Recommended Actions

P-5-- Terminations: No Recommended Actions

P-6-- Tenure Appointments: No Recommended Actions

BOARD OF EDUCATION PERSONNEL ACTIONS

February 16, 2012



P-7-- Other Appointments:

A) Instructional:

1) **CHERI BLAUER**

Position	Teaching Assistant (Computers)
Type of Appointment	Probationary
Assignment	Harley Avenue Primary School
Effective Date	January 23, 2012
Certification	Initial Early Childhood Education (B-2); Childhood Education (Grades 1-6); and Literacy (B-6)
Expiration Date	January 22, 2015
Tenure Eligibility	January 23, 2015
Tenure Area	Teaching Assistant
Salary	Teaching Assistant, Step 1
Reason	To fill a vacant position on the Table of Organization

2) **DONNA VIDULICH**

Position	Teaching Assistant
Type of Appointment	Part-time (3.25 hours per day)
Assignment	Harley Avenue Primary School
Effective Date	February 17, 2012
Certification	Initial Child Education (Grades 1-6) and Students With Disabilities (Grades 1-6) pending
Expiration Date	June 30, 2012 or earlier at District discretion
Tenure Eligibility	Not applicable
Tenure Area	Teaching Assistant
Salary	Teaching Assistant, Step 1
Reason	To fill a vacant position on the Table of Organization

B) Civil Service:

1) **CHRISTINE LAMACCHIA**

Position	Paraprofessional
Civil Service Title	School Monitor
Type of Appointment	Part-time, 2.0 hours per day, 10 months
Assignment	Elwood Middle School
Effective Date	February 27, 2012
Prob. Expiration 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

BOARD OF EDUCATION PERSONNEL ACTIONS

February 16, 2012

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>
-----------------	-----------------	-----------------------

No recommendations at this time.

- 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>
-----------------	-----------------	-----------------------

No recommendations at this time.

- c) Recommend the Board of Education approve Thomas Mattina as a scorer for the 7th and 8th grade Math interim exams at the compensation rate of \$70.00 per day.
- d) Recommend the Board of Education approve the attached list of Remedial Tutors at the James H. Boyd Intermediate School and the Elwood Middle School at the compensation rate of \$30.00 per hour.
- e) Recommend the Board of Education approve Therese Regan as the mentor for Jeanne Lynch for the spring semester at a stipend of \$500.00.
- f) Recommend the Board of Education approve Donna Gorelick as the Music Director for the Elwood Middle School Musical at a stipend of \$1,619 (replacing Gene Forman who was previously approved for this position).
- g) Recommend the Board of Education approve the Salary and Benefits Agreements for the following employees effective July 1, 2011 through June 30, 2012:

<i>Delia Neitzel</i>	<i>School Lunch Manager</i>
<i>Nancy Raguzin</i>	<i>Treasurer</i>
<i>Richard Rouse</i>	<i>Assistant Plant Facilities Administrator</i>
<i>Joseph Stavish</i>	<i>Micro Repair Technician</i>
<i>Jason Winters</i>	<i>Network and Systems Specialist I</i>

- h) Recommend the Board of Education approve one additional hour for Karan Geist, a paraprofessional at the Elwood Middle School, to ride a bus home in the afternoon.

P-9-- Recommend the Board of Education approve the following changes in Table of Organization as a result of new and pending appointments:

No recommendations at this time.

ELWOOD PUBLIC SCHOOLS
Elwood, New York

BOARD OF EDUCATION PERSONNEL ACTIONS

February 16, 2012

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-7-- Other Appointments:

A) Instructional: No Recommended Actions

B) Civil Service:

1) **AIMEE GUSEW**

Position	Senior Clerk Typist
Civil Service Title	Senior Clerk Typist
Type of Appointment	Full-time, 11 months
Assignment	District Office – Human Resources
Effective Date	February 17, 2012
Prob. Expiration Date	May 10, 2012
Certification	Civil Service (Competitive Class)
Salary	In accord with the contract between the District and the Elwood Secretarial Association
Reason	Reassignment

P-8-- Other:

a) Recommend the Board of Education approve the following individuals as scorers:

<u>Name:</u>	<u>Title:</u>	<u>Compensation Rate:</u>
<i>Grace Lobasco</i>	<i>Lead Scorer</i>	<i>\$70.00 per hour</i>
<i>Linda Osvald</i>	<i>Scorer</i>	<i>\$30.00 per hour</i>
<i>Peter Tamburello</i>	<i>Scorer</i>	<i>\$30.00 per hour</i>

b) Recommend the Board of Education approve the attached Schedule of Interscholastic Coaching Staff for the spring season of the 2011/2012 school year.

BOARD OF EDUCATION PERSONNEL ACTIONS

February 16, 2012

- c) Recommend the Board of Education approve the Salary and Benefits Agreements for the following Confidential Secretaries effective July 1, 2011:

Nancy Barkocy

Eugenia Egan

Jennifer Richards-Foley

Nancy Schwier

Secretary to the Superintendent

Secretarial Assistant – Special Education

Account Clerk – Payroll/Business Office

Secretarial Assistant – Human Resources Office

SPRING SEASON
 COACHING RECOMMENDATIONS FOR
 ELWOOD-JOHN H. GLENN HIGH SCHOOL AND ELWOOD MIDDLE SCHOOL
 2011-2012

HIGH SCHOOL SPORT	COACH	STEP	STIPEND
BOYS BASEBALL Varsity	Stephen Robins TBA	4	\$7,530
JV		4	\$5,580
GIRLS SOFTBALL Varsity	Christopher Vandernoeth Nancy Pina	4	\$7,530
JV		1	\$5,091
BOYS SPRING TRACK Varsity	Joseph Burke Mike Marino	4	\$7,530
Varsity Assistant		4	\$5,580
GIRLS SPRING TRACK Varsity	Patrick Burke TBA	4	\$7,530
Varsity Assistant		1	\$5,091
BOYS TENNIS Varsity	Frank Schiraldi Jonathan Mead	4	\$6,857
JV		4	\$5,110
BOYS LACROSSE Varsity	Kevin Lavey Lee Bertram Gregory Lauri	4	\$7,530
Varsity Asst.		4	\$5,580
JV		4	\$5,580
GIRLS LACROSSE Varsity	Marianne Lilli Allison Byers Shannon Colligan	4	\$7,530
Varsity Asst.		4	\$5,580
JV		1	\$5,091
MIDDLE SCHOOL			
BOYS BASEBALL	Darren Szokoli	4	\$4,705
GIRLS SOFTBALL	Gina Policastro	1	\$4,295
BOYS TRACK	Brian Bissinger	2	\$4,429
GIRLS TRACK Assistant Track	Kate Leary Robert Zimmers	1 4 (75%)	\$4,295 \$3,529
BOYS TENNIS	Christopher Euler	3	\$4,305
BOYS LACROSSE	David Shanahan	4	\$4,705
GIRLS LACROSSE	Sean McGinty	4	\$4,705

CONCUSSION MANAGEMENT

In the School District, students participate in interscholastic sports, intramural sports and physical education classes. Although the Board of Education takes reasonable care to prevent student injuries, the Board of Education recognizes that concussions and head injuries are the most commonly reported injuries in children and adolescents who participate in interscholastic athletic activity, physical education class, extracurricular or school-sponsored activities. Therefore, the District adopts the following policy and guidelines to assist in the proper evaluation and management of head injuries.

Concussion is a mild traumatic brain injury. Concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head. Recovery from concussion will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

The District will establish a Concussion Management Team (CMT). The CMT will consist of the Athletic Director, school nurse, the school physician, a coach of an interscholastic team, or such other appropriate personnel as designated by the School District. The District's CMT will oversee the implementation of the Concussion Management and Awareness Act in the School District, including, but not limited to: coordination of mandatory biennial training relating to concussions for all coaches, physical education teachers, nurses and athletic trainers that work with, and provide instruction to, students engaged in school sponsored athletic activities. Training will include, but not be limited to: the definition of a concussion; signs and symptoms of concussions and how they may occur; post concussion and second impact syndromes; practices regarding prevention; guidelines for return to activity; school protocols; and available area resources for concussion management and treatment. The CMT shall establish and implement a program which provides information on concussions to parents and guardians throughout each school year.

Any student believed to have sustained a concussion or who is demonstrating signs, symptoms or behaviors consistent with a concussion, while participating in a school sponsored class, extracurricular activity, or interscholastic athletic activity shall be immediately removed from the game or activity and shall be evaluated as soon as possible by an appropriate health care professional. The District will take steps to notify the student's parents or guardians and recommend appropriate monitoring to parents or guardians. The CMT will act as a liaison for any student returning to school and/or athletic activity following a concussion. If there is any doubt whether a student has sustained a head injury, the injury will be treated as a concussion until proven otherwise. If a student sustains a concussion at a time other than when engaged in a school sponsored activity, the District expects that the student's parent/guardian will report the condition to the school nurse so that the District can support proper management of the condition.

No student shall return to school while experiencing symptoms consistent with those of a head injury. No student shall resume athletic activity until he/she has been symptom free for not

less than twenty-four (24) hours. The student shall not return to school sponsored or interscholastic activity until evaluation by, and receipt of a written and signed authorization from, a licensed physician. Regardless of such evaluation, the school's chief medical officer will make the final decision on return to school or interscholastic activity, including physical education class and after-school sports. Any student who continues to have signs or symptoms upon return to activity must be immediately removed from play and reevaluated by his/her health care provider. Once the student is symptom free for twenty-four (24) hours thereafter, the student will be required to present a physician's authorization stating that he/she has been cleared to resume activities. The school's chief medical officer shall review the new documentation provided by the student in order to determine if it is safe for the student to return to his/her regular school activities.

Depending on the severity of the head injury and the individual circumstances of the student, appropriate modifications may be made to the student's participation in school in an effort to reduce the risk of re-injury and promote recovery. Collaboration will help ensure the development of an appropriate concussion management plan for the student. Parents and/or students are expected to accurately and promptly report injuries so that the student's health can be protected.

The School District shall make information available on its website regarding concussion and the guidelines for return to school activities once a concussion has been sustained by a student. The School District shall also include such information in any parent/guardian permission form or consent form required for a student's participation in interscholastic sports.

The CMT shall develop school protocol for concussion management for the School District. Such protocol shall be developed and implemented in accordance with applicable law and this policy.

Adopted:

Ref: N.Y. Education Law §305

Elwood Union Free School District
Board of Education Business Items

February 16, 2012
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 contract with **Literacy Builders Consulting** for the period March 1, 2012 through and including June 30, 2012; *and* that the Board hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.

B2: Bid Awards/RFP

(Tab 2)

a. Recommend the Board approve the food service bids as recommended by the **Long Island Schools Food Service Directors Association**. The bid period for large and small equipment is February 1, 2012 – January 31, 2013; *and* that the Board hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.

b. Recommend the Board approve the recommendation from NYMAC based on the bids received, that the District select **Morgan, Keegan & Company** as underwriter for the Refunding of 2003 Bond Issue; *and* that the Board hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.

B3: Health Service Contracts (No recommended items)

(Tab 3)

B4: Donations

(Tab 4)

a. Recommend the Board accept the donation of **\$19,676.84** from Harley Avenue Primary School PTA to be used for Cultural Arts Events at Harley Avenue School for 2011/2012. The appropriate revenue and budget codes will be adjusted accordingly.

b. Recommend the Board accept the donation of **\$14,046.75** from James H. Boyd PTA to be used for Cultural Arts Events at Boyd School for 2011/2012. The appropriate revenue and budget codes will be adjusted accordingly.



B5: Other

(Tab 5)

- a. Recommend the Board approve the **disposal** of **two gas stoves** through BIDNET from the Home Economics room at Elwood Middle School to meet Fire Safety Code requirements and the **disposal** of an unsafe **metal file cabinet** from Buildings & Grounds.