

**ELWOOD PUBLIC SCHOOLS
WORK SESSION/SPECIAL MEETING/BUDGET WORK SESSION
OF THE BOARD OF EDUCATION
January 15, 2015
Elwood Middle School Cafeteria
7:30 p.m.**

AGENDA

A. PLEDGE OF ALLEGIANCE

B. DISCUSSION

(7:30 p.m. – 8:15 p.m.)

1. Proposed revision to Building Use Policy 1500 by adding Exhibit 1500-E
2. Building Use Administrative Regulation 1500.1-R
3. Board of Education resolution regarding NYS field testing of examination questions
4. Traditional or non-traditional calendar for 2015-16
5. Community gathering – spring 2015

*(TAB A)
(TAB B)
(TAB C)
(TAB D)*

C. BUDGET PRESENTATION/DISCUSSION

(8:15 p.m. – 9:15 p.m.)

D. RESIDENTS' REMARKS

(9:15 p.m. – 9:30 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. (up to 30 minutes)

E. ACTION ITEMS

(9:30 p.m. – 9:45 p.m.)

Recommend the Board approve the following items:

1. Personnel agenda
2. Amended policy 1500 to include Exhibit 1500-E
3. Resolution regarding NYS field testing of examination questions

(TAB E)

(see TAB A)

(see TAB C)

F. EXECUTIVE SESSION

- a. Personnel
- b. Negotiations
- c. Legal

G. ADJOURNMENT

(Next regular meeting January 29, 2015)

PUBLIC USE OF SCHOOL FACILITIES

While the district's school buildings and grounds are maintained primarily for the purpose of educating students within the district, the Board of Education recognizes that the buildings and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with educational activities. This policy is intended to identify the uses that community groups may make of those facilities.

Permitted Uses

District facilities may be used for the purposes listed below, subject to the conditions and restrictions set forth in this policy.

- A. Instruction in any branch of education, learning or the arts.
- B. Public library purposes, subject to provisions of the Education Law, or as stations of public libraries.
- C. Social, civic and recreational meetings and entertainments, or other uses pertaining to the welfare of the community so long as such uses are non-exclusive and open to the general public.
- D. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.
- E. Polling places for holding primaries and elections, for the registration of voters and for holding political meetings.
- F. Civic forums and community centers.
- G. Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.
- H. Child-care programs when school is not in session, or when school is in session for the children of students attending schools of the district and, if there is additional space available, for children of employees of the district.
- I. Graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.

Prohibited Uses

Any use not permitted by this policy is prohibited. In addition, the following uses are specifically prohibited.

- A. Meetings sponsored by political organizations.
- B. Meetings, entertainments and occasions that are under the exclusive control of and the proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination or of a fraternal, secret or exclusive society or organization, other than veterans' organizations or volunteer fire fighters or volunteer ambulance workers.

Conditions of Use for District Facilities

- A. Use of district facilities may be permitted unless such facilities are in use for school purposes, or during educational programs. The district reserves exclusive and nonreviewable judgment to determine if a requested use would interfere with or disturb the district's educational programs.
- B. To ensure that district facilities are preserved for the benefit of the greater district community, only community based groups and organizations (that is, groups which are located within the geographic area covered by the district) may be granted access to district facilities.
- C. Use of district facilities will be permitted only where the applicant agrees to pay the district a user fee according to a schedule adopted by the district to cover the costs of heat, electricity, maintenance, custodial services and any other expenses associated with the requested use. Use is further conditioned upon the applicant's agreement to pay additional fees associated with the use of any additional services or equipment. The district retains the right to condition use upon an applicant depositing with the district a sum equaling the estimated costs and fees associated with the proposed use 10 days in advance of the requested use. The district retains the further right to waive user fees for groups that are associated with or sponsored by the district.
- D. Where, in the judgment of the district, the requested use of district facilities requires special equipment or supervision, the district reserves the right to deny such use, or in the alternative, to condition such use upon the applicant's payment of additional fees in accordance with paragraph C above. Only authorized personnel shall operate district equipment.
- E. Use of district facilities will only be permitted where the organization provides the district timely evidence of adequate insurance coverage (\$1,000,000 minimum) to save the district harmless from all liability, property damage, personal injuries and/or medical expenses. The district will exercise complete and unreviewable discretion regarding what constitutes adequate insurance coverage for each proposed use.
- F. The Board reserves the discretion to deny use of district facilities described above, or to terminate use of district facilities:
 1. By an applicant who has previously misused or abused district facilities or property or who has violated this policy;
 2. For any use which could have the effect of violating the Establishment Clause of the United States Constitution or other provisions of the United States or New York State Constitutions;
 3. For any use which, in the estimation of the Board, could reasonably be expected to or actually does give rise to a riot or public disturbance;
 4. For any use which the Board deems inconsistent with this policy;
 5. For any use by a private for-profit entity that has the direct or indirect effect of promoting the products or services of such entity;
 6. In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;

7. For any use prohibited by law.

Application Procedure for Use of District Facilities

- A. Application for use of school buildings or grounds must be completed and returned to the building principal at least two weeks in advance of intended use.
- B. The applicant must clearly and completely describe the intended use of the district facility in the application.
- C. All applicants must review this policy prior to submitting the application. All applications must be signed by an authorized agent of the group or organization requesting use. The applicant's signature on the application shall attest to the group or organization's intent to comply with all Board policies and regulations and to use district facilities strictly in accordance with the use described in the application.
- D. All applicants must agree to assume responsibility for all damages resulting from its use of district facilities. Proof of adequate insurance must be provided by the applicant at least 10 days before the date of the requested use.
- E. Permits shall be valid only for the facility, use, dates and time specified in the permit. No adjustment to the permit is allowed except with the prior written approval of the Superintendent or his/her designee. Permits shall not be transferable.
- F. The Superintendent is authorized to alter or cancel any permit if it becomes necessary to use the facility for school purposes or for other justifiable reason.
- G. With regard to scheduling activities, the district retains the right to give preference to groups and organizations which are associated with or sponsored by the district.
- H. Issuance of a permit shall not limit the right of access to the facility by district staff.

Ref: Education Law §414

Adoption date: June 14, 2007

ELWOOD PUBLIC SCHOOLS

100 Kenneth Avenue

Greenlawn, NY 11740

DISTRICT USER FEE SCHEDULE

I. ORGANIZATIONS NOT CHARGING ADMISSION

School Days before 10:30 p.m.....No Rental Charge; if the services of custodian are required, the cost for custodial services shall be borne by the Organization at the current rates. If the Organization requests special equipment, etc., the cost of such equipment shall be charged to the Organization in accordance with District policy.

Saturday, Sundays and Holidays.....Custodial Charges

II. ORGANIZATIONS CHARGING ADMISSION

Custodial charges plus any additional fees resulting from special requests for equipment, etc. as applicable at all times.

CUSTODIAL CHARGES*

<u>School days before 10:30 p.m.....</u>	<u>up to \$32.75 per hour</u>
<u>Saturdays.....</u>	<u>estimate \$49.13 per hour</u>
<u>Sundays.....</u>	<u>estimate \$65.50 per hour</u>

THE EXACT RATE IS DETERMINED BY ACTUAL COSTS TO THE DISTRICT

SUBJECT TO REVISION

*** Rates adjusted according to the CBA with the custodial unit on an annual basis.**

USE OF SCHOOL BUILDINGS AND GROUNDS

I. REGULATIONS:

The following rules and regulations are designed to provide for the proper use of school buildings and grounds for non-school purposes and to give each eligible group equal consideration for such use.

A. Eligibility

Any non-profit organization with membership in or base of operations within the school district which does not engage in activities which conflict with the policy of the Board of Education, the State Education Law, and/or the Constitution of New York State is eligible to apply for use of the public school buildings and grounds when they are not in use for school purposes or school-connected activities.

B. Procedures for Applications

1. All applications for use of buildings and grounds must be made in writing on school district forms to the principal's office in the school requested at least two (2) weeks in advance of the date of intended use.
2. The first application made by any organization must be accompanied by a copy of its constitution or a letter from a responsible officer which states in detail the aims and principles of said ~~organi-zation~~ organization or group. This constitution or letter will remain on file with the school district. Sufficient time will be required for review of the first application by any given organization.
3. If the application is approved, it will indicate the specific type and extent of use granted.

C. Rules and Conditions Applying to the Use of a Facility

1. Permission shall be valid only for the use of the particular premises on the date(s) and at the hour(s) specified within the restrictions and for the purposes specified.
2. Permission is not transferable.
3. Permission shall be canceled on any day when school is closed for emergency reasons.
4. There shall be no gambling, loud or boisterous behavior or use of intoxicating beverages within school buildings or grounds.
5. Smoking is not permitted, except in designated areas under specified regulations, and by adults only.
6. Group members will not be allowed into the building until the time stated on the application as the opening time, and the premises must be evacuated by the time stated on the application as closing time.

7. A school custodian or other responsible employee must be in attendance on the premises during such use to see to proper use and care of school property.
8. Moving pianos or furniture, putting up decorations or scenery and similar activities are prohibited unless requested in the original application and approved in advance, and any fee required for this purpose will be included in the charge to the organization. At no time may flammable or other-wise hazardous material or equipment be brought into a school building.
9. Groups composed of minors must have at least one adult in charge who must be present before the group may enter the school building and must remain with the group while they are on the school premises.
10. Adequate supervision for the conduct and safety of the group must be maintained at all times by the sponsoring organization. The school district shall make the determination as to the adequacy of the supervision provided by the sponsoring group. Where supervision has been judged to be inadequate, permission for continued use of the facility will be withheld until proper supervision is provided.
11. No exhibits, posters or other materials may be displayed on school property unless approved beforehand by the Board of Education or its representatives. All properties brought into the building must be removed within 24 hours after use of school facilities.
12. Liability insurance will be required for all functions, naming Elwood School District as an additional insured. The minimum limits for such a policy must be \$50,000 for each occurrence, \$500,000 aggregate bodily injury, and \$25,000 for property damage. A Certificate of Insurance to this effect must be submitted to and approved by the Board or the principal of the building involved, or agent designated by the Board, 10 days before the meeting or event takes place.
13. Each application will list an arrival and departure time. These times must be adhered to strictly. Permission for organizations sponsoring youth activities must terminate by 10 p.m. Permits for all other organizations must terminate by 10 p.m. unless special permission is granted. Such special permission will involve an appropriate overtime charge.

II. RIGHTS RESERVED BY THE DISTRICT CONCERNING APPROVED APPLICATIONS:

- A. The district reserves the right to review all applications;
- B. The district may request that the approved application be exhibited at any time;
- C. The district, through its representative, must have free access to all rooms and facilities at all time;
- D. The district assumes no responsibility for loss of personal property or for personal injury sustained while any group is using the premises; and
- E. The district, through its representative, may cancel privileges granted upon failure of any group to comply with the rules and regulations of this policy or, with as much advance notice as possible, when conflict with school use appears.

II. ADDITIONAL CONDITIONS WHEN AN ADMISSION FEE OR OTHER MONEY IS INVOLVED:

- A. If a group plans any activity involving an admission fee, then the application must include a statement of this intent, the purpose for which the fees will be used and an indication that the action does not involve any conflict with district policy, State Education Law, or the State Constitution.
- B. ~~When permission is granted to charge an admission fee, the organization collecting the fee must submit a detailed written report of the total receipts and expenditures and proposed use of the monies. This report must be submitted to the building principal within 10 days after the activity has taken place.~~
- C. The organization charging a fee shall be responsible for and shall pay any or all admission or other taxes payable in connection with the activity as required by State, Federal or other governmental authorities.
- D. Whether or not an admission fee is charged, there shall be no solicitation or collection of contributions for any reason on school property unless authority to do so has been granted by the Board of Education and is so stated on the application.

III. ADDITIONAL CONDITIONS WHEN SPECIAL FACILITIES WITHIN THE SCHOOL BUILDINGS OR GROUNDS ARE REQUESTED:

- A. If school equipment or special facilities such as motion picture projectors, public address systems, stage lighting systems, pianos, etc. are desired, they must be requested at the time of application. Approval of such requests will require the control and operation of such equipment by district appointed individuals. The building principal will make arrangements for such qualified individual(s) when a request is approved, and the organization receiving the permission will be required to pay for the service involved. School equipment is not to be used by organizations or individuals in the community off school grounds. School equipment which cannot be operated by school personnel may not be borrowed by non-school organizations. This would include such things as musical instruments and tools.
- B. If the use of a cafeteria kitchen is desired, it must be requested at the time of application. The building principal will make arrangements for qualified kitchen attendants to be present and control the use of the kitchen when such a request is approved. The organization will be billed for such services.
- C. If the use of a gymnasium is desired, it must be requested at the time of application. Special regulations concerning the use of the gym would then be given to the applicant, including the wearing of sneakers on the gym floor.
- D. When parking lot attendants are required, the organization requesting the permit will be charged for the attendants' □ services.

V. RESPONSIBILITIES OF THE APPLICANT WHEN ISSUED AN APPROVED APPLICATION:

- A. The organization holding the approved application will see that members present conform to the conditions set forth in these regulations;

- B. The organization will be responsible for keeping members within the area of the building or grounds specified in the approved application. No substitution of facilities may be made once the activity is under way.
- C. The organization is required to leave the buildings or grounds clean and in orderly fashion.
- D. The organization will be responsible for the payment of all charges imposed by the Board of ~~Education and~~ Education and will see that bills are promptly paid. Checks shall be made payable to Elwood Public Schools and should be sent to the Treasurer, 100 Kenneth Avenue, Greenlawn, NY 11740. Under no conditions will any organization render any payment for services directly to a school employee such as a custodian.

VI. FEES:

- A. A group using a school building or grounds will be charged to cover the cost of custodial fees and any additional expenses incurred by the to the district for such use. ~~All organizations, unless specifically exempted in these regulations, will pay fees for the use of school buildings based upon the number of hours of use and the number of men assigned to the area to be used.~~ Custodial help will be based upon the hourly rate in effect. Special charges will be made when special personnel are required for lights, projectors, kitchens, parking lots, etc. in terms of the hourly rates for the specializations involved.

When permission is granted for the use of a facility, the building principal shall designate the type and number of men and the length of time required for the particular space and event including setting up and cleaning up time for which a permit is being used. The building principal shall give applicants an estimate of the fee to be charged. No charge will be made to groups using outdoor athletic facilities if they do not enter the buildings and no special preparation of fields is required.

- ~~B. The following organizations will be exempt from fees for regular meetings in school buildings:~~

~~school personnel, study groups and ad hoc committees of lay persons appointed or approved by the Board of Education or their representatives;
Parent/Teacher Associations of the district for regular meetings;
professional education organizations (when meetings are requested by staff member and approved by the Superintendent of Schools);
civil defense;
local volunteer fire departments and veterans organizations;
organizations offering programs to school age young people of our district; and
special events of the Parent/Teacher Associations of the district and approved by the Superintendent of Schools.~~

VII. CANCELLATION NOTICE:

Forty-eight hour notice of cancellation must be given if the group to which permission has been granted is unable to appear. Failure to do so will incur custodial expenses as scheduled.

IX. SUPERVISION OF THESE REGULATIONS:

The building principal will be responsible for the overall supervision of these regulations. His/her office will check eligibility, issue approval, see that organizations follow the rules as indicated and recommend the cancellation of privileges upon failure to comply with the rules and regulations. His/her office shall also coordinate activities in all schools so that principals and other administrative personnel are aware of all use to be made of facilities in a given building in order that they may assist in the overall supervision of this program.

Adoption date: June 14, 2007

Revised:

DRAFT

ELWOOD PUBLIC SCHOOLS
Elwood, New York

BOARD OF EDUCATION PERSONNEL ACTIONS

January 15, 2015

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	

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: No Recommended Actions

P-8-- Other (*all compensation items are included in the 2014-15 budget*):

- a) Recommend the Board of Education approve the correct stipend for Megan Mathesen, Middle School Girls' Basketball Coach to be \$4,316.
- b) Recommend the Board of Education approve Angela Aiello as the Musical Assistant Director for the 2014/15 Elwood-John H. Glenn High School Musical at the stipend of \$2,032.
- c) Recommend the Board of Education approve Patricia Vaccaro-Scisci and Kristine Kalinowski as Co-Advisors for the Step Team at the weekly club stipend of \$2,638 (half year only = \$1,319 or \$659.50 each).

BOARD OF EDUCATION PERSONNEL ACTIONS

January 15, 2015

- d) Recommend the Board of Education approve the following resolution:

RESOLVED that the Board of Education herewith appoints James A. Ruck as the Interim Principal of the Elwood-John H. Glenn High School effective July 1, 2015 through June 30, 2016, and further authorizes the Board of Education President to execute the attached Employment Agreement.

- e) Recommend the Board of Education approve Donna Robbins as a substitute teacher (certified School Counselor pending) in the Elwood Public Schools for the 2014/15 school year.

- P-9-- Recommend the Board of Education approve the following changes in the Table of Organization:

No Recommended Actions