

**ELWOOD PUBLIC SCHOOLS
REGULAR BUSINESS MEETING OF THE BOARD OF EDUCATION**

January 29, 2015

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 – December 11, 2014
- D. **COMMENDATIONS** (7:40 p.m. – 7:45 p.m.)
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. Tonight we honor:
- Owen Smith for attaining the rank of Eagle Scout*
- E. **BOARD RECOGNITION OF DONATIONS** (7:45 p.m. – 7:50 p.m.)
1. Woodworking equipment from Rich Werner (parent of an 8th grade student) for the Technology Department at Elwood Middle School
2. Box Tops for Education donation of \$716.34 to fund cultural arts programs for the 2014-15 school year for Harley Avenue Primary School
3. Stop & Shop A+ Rewards donation of \$245.06 to fund the co-curricular budget code at Elwood-John Glenn High School
4. Elwood Booster Club donation of \$3,957.00 to fund the homework club at Elwood Middle School
5. Stop & Shop A+ Rewards donation of \$304.08 to fund cultural arts programs at James H. Boyd Intermediate School.
- F. **REPORT FROM THE SUPERINTENDENT OF SCHOOLS / SUPERINTENDENT'S COMMENTS REGARDING TONIGHT'S AGENDA** – Mr. Peter C. Scordo (7:50 p.m. – 7:55 p.m.)
1. Report from Brooke Thornhill, Student Liaison
- G. **RESIDENTS' REMARKS** (7:55 p.m. – 8:10 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.
- H. **PRESENTATIONS** -- None
- I. **DISCUSSION ITEMS** -- None

- J. FINANCIAL MATTERS** (8:10 p.m. – 8:15 p.m.) (TAB B)
1. Recommend the Board acknowledge receipt for audit of the following:
 - a) Treasurer's Report for the months ended November 30 and December 31, 2014
 - b) Revenue Report for the month ended December 31, 2014
 - c) Cash Flow Report for general funds for the month ended December 31, 2014
 - d) Budget Status Report for the month ended December 31, 2014
 - e) Trial Balances Report for the month ended December 31, 2014
 - f) Executive Summary for the period ending December 31, 2014
 - g) Extraclassroom report for the quarter ended December 31, 2014
 2. Recommend the Board approve the budget transfers.

K. ACTION ITEMS (8:15 p.m. – 8:25 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:

<u>Submitted to the Board</u>	<u>Meeting Dates</u>
December 8	August 20; September 2, 15; October 2, (2 meetings), 7, 16, 23, 26, 29, 30 (2 meetings);, November 12 (2 meetings), 18, 26; December 1 (2 meetings)
December 17	October 28; November 5, 10, 19, 20; December 15 (2 meetings)

- 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>
December 2	November 26
December 5	October 21, November 24
December 30	December 2

3. Recommend the Board approve the calendar for 2015-16. (TAB D)

4. Recommend the Board amend policy 1500 and Exhibit 1500-E (first reading) (TAB E)

5. **Business Agenda** -- as per attached (TAB F)

L. ITEMS NOT LISTED ON AGENDA

M. COMMUNICATIONS -- None

N. RESIDENTS' REMARKS (8:25 p.m. – 8:40 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.

O. EXECUTIVE SESSION -- None

P. ADJOURNMENT

ELWOOD PUBLIC SCHOOLS
Elwood, New York

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MS

BOARD OF EDUCATION PERSONNEL ACTIONS

January 29, 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:

A) Instructional:

1) MEGAN HARTMAN

Position	English Teacher
Type of Appointment	Regular Substitute
Assignment	Elwood-John H. Glenn High School
Effective Date	Retro to August 28, 2014
Certification	Initial English Language Arts 7-12 and 5-6 Extension
Expiration Date	June 30, 2015 or earlier at District discretion
Tenure Eligibility	Not Applicable
Tenure Area	English
Salary	MA, Step 1
Reason	To cover a teacher on leave

BOARD OF EDUCATION PERSONNEL ACTIONS

January 29, 2015

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

- a) Recommend the Board of Education approve Sarah Ketcham as the as the VHS Site Coordinator for the 2014/2015 school year at the stipend of \$6,000.
- b) Recommend the Board of Education approve the following employees to provide Intensive Behavioral Intervention services during the 2014/2105 school year:

Jeanne Sihksnel	\$66 per hour
Laura Stergiopoulous	\$50 per hour
Ashley Whyte	\$50 per hour

- c) Recommend the Board of Education approve the attached Schedule of Interscholastic Coaches for the spring season of the 2014/2015 school year.
- d) Recommend the Board of Education approve the attached addendum to the Schedule of Substitute Teachers and Nurses and Support Staff for the 2014/2015 school year.

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

No Recommended Actions

Elwood Union Free School District
Board of Education Business Items

January 29, 2015
Business Agenda

Key: Tab 1 - Contracts
Tab 2 - Bid Awards
Tab 3 - Health Service Contracts
Tab 4 - Donations
Tab 5 - Other

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

TAB 1: CONTRACTS

- a. Recommend the Board approve the updated License and Operating Agreement with **ELWOOD CARE**, providing before and after school services and care for children for the 2014-2015 school year; **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 amendment to the agreement with **SENECA CONSULTING GROUP, INC.**, providing Affordable Care Act services for the 2014-2015 school year; **and** that the Board hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.

TAB 2: BID/RFP AWARDS

NONE

TAB 3: HEALTH SERVICE CONTRACTS

NONE

TAB 4: DONATIONS

- a. Recommend the Board accept a donation of various wood working equipment from **RICH WERNER** (parent of 8th grade student) benefiting the Technology Department at **ELWOOD MIDDLE SCHOOL**.
- b. Recommend the Board accept the **BOX TOPS FOR EDUCATION** donation totaling \$716.34 funding cultural arts programs for the 2014-2015 school year at **HARLEY AVENUE PRIMARY SCHOOL**. The appropriate revenue and expenditure budget codes will be adjusted accordingly.
- c. Recommend the Board accept the **STOP & SHOP A+ REWARDS** donation totaling \$245.06 funding the co-curricular budget code at **JOHN H. GLENN HIGH SCHOOL**. The appropriate revenue and expenditure budget codes will be adjusted accordingly.
- d. Recommend the Board accept the **ELWOOD BOOSTER CLUB** donation totaling \$3,957.00 funding homework club at **ELWOOD MIDDLE SCHOOL**. The appropriate revenue and expenditure budget codes will be adjusted accordingly.

- e. Recommend the Board accept the **STOP & SHOP A+ REWARDS** donation totaling \$304.08 funding cultural arts programs at **JAMES H. BOYD INTERMEDIATE SCHOOL**. The appropriate revenue and expenditure budget codes will be adjusted accordingly.

TAB 5: OTHER

- a. Recommend the Board approve the disposal request dated January 9, 2015 of obsolete books at **ELWOOD MIDDLE SCHOOL** due to condition and/or relevancy.
- b. Recommend the Board approve the disposal request dated December 11, 2014 of obsolete books at **ELWOOD MIDDLE SCHOOL** due to condition and/or relevancy.
- c. Recommend the Board approve the closing of various **TD BANK** accounts, thus terminating the District's relationship with **TD BANK** as of February 28, 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 Organization requests special equipment, etc., the cost of such equipment shall be charged to the Organization in accordance with District policy.

School Days after 10:30 p.m., Saturday, Sundays and Holidays.....Custodial Charges plus any additional charges associated with provision of special equipment, etc.

II. ORGANIZATIONS CHARGING ADMISSION

School days before 10:30 p.m.....No Rental Charge.
If the Organization requests special equipment, etc. the cost of such equipment shall be charged to the Organization in accordance with District policy.

School Days after 10:30 p.m., Saturday, Sundays and Holidays.....Custodial Charges plus any additional charges associated with provision of special equipment, etc.

PLEASE BE ADVISED THAT CUSTODIAL RATES ARE SUBJECT TO CHANGE. RATES ARE DETERMINED BY THE COLLECTIVE BARGAINING AGREEMENT IN EFFECT ON THE DATE OF THE USE AND THE NUMBER OF CUSTODIANS ON DUTY. THE EXACT RATE CHARGED TO ANY ORGANIZATION WILL BE CALCULATED ACCORDINGLY.

THE FOLLOWING RATES ARE PROVIDED FOR REFERENCE AND ARE SUBJECT TO CHANGE:

CUSTODIAL CHARGES*

School days after 10:30 p.m.....up to \$32.75 per hour per custodian
Saturdays.....estimate \$49.13 per hour per custodian
Sundays/Holidays.....estimate \$65.50 per hour per custodian

THESE RATES ARE HOURLY FOR ONE CUSTODIAN; TWO CUSTODIANS ARE REQUIRED TO BE ON STAFF AT ALL TIMES.

THE EXACT RATE IS DETERMINED BASED UPON THE ACTUAL COSTS TO THE DISTRICT.

SUBJECT TO REVISION

DRAFT