

**ELWOOD PUBLIC SCHOOLS
REGULAR BUSINESS MEETING OF THE BOARD OF EDUCATION
June 16, 2016
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. Special Meeting – April 19, 2016
 2. Business Meeting – May 19, 2016
 3. Special Meeting – May 23, 2016
- D. **COMMENDATIONS** (7:40 p.m. – 8:00 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:

Harley Knights:

April: **Ava Lowe, Semere Bitew, Michael Pollan**
May: **Julia Edelman, Brooke Randall, Maxwell Lainez-Miller**
June: **Kaitlyn Rehren, Catherine Savage, Camryn Szokoli**

Suffolk County Principals' Association Scholarship Winner: **Madison Graifman**

Town of Huntington Scholar-Athletes: **Madison Graifman and Peter Vidulich**

Science research students:

Grace Franzese and Zachary Wollman – received Honors for their entry in the 2016 Long Island Science Congress competition

Siobhan McPherson received 2nd place and **Christina Wesnofske** received 3^d place for their projects at the New York State Science and Engineering Fair

Girl Scout Troop #9 for their donation of a sundial and pedestal for the Boyd sanctuary:

Morgan Albert	Carmela Ciriello	Bridget Fitzgerald
Sophia Gatto	Sarah Heaney	Ava LaBelle
Ellyn Mayette	Shannon McGrath	Grace A. Porter

School Board President Andrew L. Kaplan for his dedicated service to the children of Elwood

Retirees:

**Edward Belous
Elizabeth Hammell
Pamela Schlachter**

**Deborah Brandsema
Janet Manniello
Peter Scordo**

**Patricia DiGiacomo
Jennifer Richards-Foley
Joseph Siry**

Thank you to **Dr. James Ruck** for his service as Interim Principal of Elwood-John H. Glenn High School over the past two years.

- E. BOARD RECOGNITION OF DONATIONS (8:00 p.m. – 8:05 p.m.)**
1. Girl Scout Troop #9 donation of a sundial and pedestal for the Boyd sanctuary
 2. Middle School PTA donation of \$800 to fund exam extra help programs at Elwood Middle School
 3. High School PTSA donation of \$1,200 to fund the 2016 finals/Regents review program at the high school
 4. Middle School PTA donation of \$75 to help fund the Maker Faire program
 5. Harley Avenue School PTA donation of \$75 to help fund the Maker Faire program
 6. Council of Elwood Administrators donation of \$50 to help fund the Maker Faire program
- F. REPORT FROM THE SUPERINTENDENT OF SCHOOLS / SUPERINTENDENT'S COMMENTS REGARDING TONIGHT'S AGENDA – Mr. Peter C. Scordo (8:05 p.m. – 8:15 p.m.)**
- G. RESIDENTS' REMARKS (8:15 p.m. – 8:30 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 2351). 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. PRESENTATION -- High School Life Skills Program (Abilities, Inc.) (8:30 p.m. – 8:40 p.m.)**
- I. DISCUSSION ITEMS -- None**
- J. FINANCIAL MATTERS (8:40 p.m. – 8:50 p.m.) (TAB B)**
1. Recommend the Board acknowledge receipt for audit of the following:
 - a) Treasurer's Report for the month ended May 31, 2016
 - b) Revenue Report for the month ended May 31, 2016
 - c) Cash Flow Report for general funds for the month ended May 31, 2016
 - d) Budget Status Report for the month ended May 31, 2016
 - e) Trial Balance Report for the month ended May 31, 2016
 - f) Executive Summary for the month ended May 31, 2016
 - g) School Lunch Fund Report for the month ended May 31, 2016
 - h) and Claims Auditor Reports for the months of March and April, 2016.
- K. ACTION ITEMS (8:50 p.m. – 9:00 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

June 9

Meeting Dates

March 3, 4, 31; April 5

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

Submitted to the Board

May 27

Meeting Dates

March 18, 22 (3 meetings), 29 (3 meetings);

April 1; May 10

June 6

May 3, 10, 17

3. Recommend the Board adopt the following revised policies (*first reading*):

(TAB D)

a. Policy 6150 – Budget Transfers

b. Policy 8130 – School Safety Plans and Teams

4. **Business Agenda** -- as per attached

(TAB E)

L. ITEMS NOT LISTED ON AGENDA

M. COMMUNICATIONS -- None

N. RESIDENTS' REMARKS

(9:00 p.m. – 9:15 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 2351). 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

1. Review of applications for the Audit Committee

P. ADJOURNMENT

ELWOOD PUBLIC SCHOOLS
Elwood, New York

28 14

BOARD OF EDUCATION PERSONNEL ACTIONS

June 16, 2016

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:

A) Instructional:

1) **ELIZABETH JEAN-LOUIS**

Position
Assignment
Effective
Reason

ENL Teacher
Elwood-John H. Glenn High School
August 31, 2016
Resignation

B) Civil Service:

1) **DONNA LOPALO**

Position
Assignment
Effective
Reason

Paraprofessional
Elwood-John H. Glenn High School
August 31, 2016
Resignation

P-4-- Leaves: No Recommended Actions

P-5-- Terminations: No Recommended Actions

P-6-- Tenure Appointments: No Recommended Actions

BOARD OF EDUCATION PERSONNEL ACTIONS

June 16, 2016

P-7-- Other Appointments:

A) Instructional:

1) **JULIE AMOROSO**

Position	Library Media Specialist (Teacher)
Type of Appointment	Part-time 0.6 FTE
Assignment	Harley Avenue Primary School
Effective Date	September 1, 2016
Certification	Initial Library Media Specialist
Expiration Date	June 30, 2017 or earlier at District discretion
Tenure Eligibility	Not applicable
Tenure Area	School Media Specialist (Library)
Salary	60% of MA+30, Step 2
Reason	To fill a vacant position on the Table of Organization

P-8-- Other:

- a) Recommend the Board of Education approve the following teachers for the Regents Review Sessions at the Elwood Middle School. Compensation rate is \$66.00 per hour.

<i>Samantha Feidner</i>	<i>1 session</i>
<i>Alessia Franco</i>	<i>2 sessions</i>
<i>Megan Gieser</i>	<i>4 sessions</i>
<i>Erica Giordano</i>	<i>2 sessions</i>
<i>Jessica Hasday</i>	<i>2 sessions</i>
<i>Gregg Harris</i>	<i>2 sessions</i>
<i>Nicole Litterello</i>	<i>2 sessions</i>
<i>Joseph Lynch-Loscalzo</i>	<i>2 sessions</i>
<i>Jonathan Mead</i>	<i>1 session</i>
<i>Scott Mikelbank</i>	<i>2 sessions</i>
<i>Megan Riley</i>	<i>2 sessions</i>
<i>Jennifer Vacchio</i>	<i>2 sessions</i>
<i>Danielle Whitcomb</i>	<i>2 sessions</i>
<i>Carolyn Zielinski</i>	<i>4 sessions</i>

- b) Recommend the Board of Education the following teachers for the Special Education Summer Program effective July 5 through August 12, 2016. Compensation is pursuant to Collective Bargaining Agreement, Employment Contract or Board Policy:

<u>Name:</u>	<u>Position:</u>
<i>Lydia Babbit</i>	<i>Teacher</i>
<i>Jeanne Kober</i>	<i>Teaching Assistant</i>
<i>Jaime Lauth</i>	<i>Substitute Teacher or Coordinator</i>

BOARD OF EDUCATION PERSONNEL ACTIONS

June 16, 2016

- c) Recommend the Board of Education approve the increase in hours for Charlayne Scarabelli, a Paraprofessional at the Elwood-John H. Glenn High School from 3.0 hours to 4.0 hours effective June 20, 2016.

- 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 AGENDA
June 16, 2016

- 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 agreements with **SENECA CONSULTING GROUP, INC.** for the 2016-2017 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 AWARDS

- a. Recommend the Board hereby award the **FOOD SERVICE BIDS** as recommended by the LONG ISLAND SCHOOL NUTRITION DIRECTORS' ASSOCIATION (LISNDA) for the 2016-2017 school year; **and** that the Board hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.

TAB 3: HEALTH SERVICE CONTRACTS

NONE

TAB 4: DONATIONS

- a. Recommend the Board accept the **ELWOOD GIRL SCOUT TROOP #9** donation of a sundial and pedestal for the sanctuary at JAMES H. BOYD INTERMEDIATE SCHOOL.
- b. Recommend the Board accept the **ELWOOD MIDDLE SCHOOL PTA** donation of \$800 funding exam extra help programs at ELWOOD MIDDLE SCHOOL. The appropriate revenue and expenditure budget codes will be adjusted accordingly.
- c. Recommend the Board accept the **JOHN GLENN HIGH SCHOOL PTSA** donation of \$1,200 funding the 2016 Finals/Regents Review program at JOHN H. GLENN HIGH SCHOOL. The appropriate revenue and expenditure budget codes will be adjusted accordingly.
- d. Recommend the Board accept the **ELWOOD MIDDLE SCHOOL PTA** donation of \$75 funding the Maker Faire Program. The appropriate revenue and expenditure budget codes will be adjusted accordingly.
- e. Recommend the Board accept the **HARLEY AVENUE PTA** donation of \$75 funding the Maker Faire Program. The appropriate revenue and expenditure budget codes will be adjusted accordingly.

- f. Recommend the Board accept the **COUNCIL OF ELWOOD ADMINISTRATORS** donation of \$50 funding the Maker Faire Program. The appropriate revenue and expenditure budget codes will be adjusted accordingly.

TAB 5: OTHER

- a. Recommend the Board approve the disposal request dated June 6, 2016 of a **CANON IMAGE RUNNER COPIER** located at JOHN H. GLENN HIGH SCHOOL (library) due to condition and/or relevancy.
- b. Recommend the Board approve the disposal request dated June 8, 2016 of a **SPEED QUEEN COMMERCIAL WASHING MACHINE** located at JOHN H. GLENN HIGH SCHOOL due to condition and/or relevancy.
- c. **BE IT RESOLVED**, that the Board of Education authorizes the re-establishment and continuation of the following reserves:
 - 1. **Employee Benefit Accrued Liability Reserve** in an amount not to exceed \$1,000,000. Said amount will be funded from undesignated fund balance and appropriations remaining from the 2015-2016 budget.
 - 2. **Retirement Contribution Reserve** in an amount not to exceed \$500,000. Said amount will be funded from undesignated fund balance and appropriations remaining from the 2015-2016 budget.
- d. **BE IT RESOLVED**, that the Board of Education authorizes the withdrawal of funds from **Employee Benefit Accrued Liability Reserve** for the payment of unused sick leave for all retirees in the 2015-2016 school year up to an amount of \$200,000.

BUDGET TRANSFERS

The transfer of funds between and within functional unit appropriations of the General Fund is commonly required during the school year. The Superintendent of Schools, in accordance with the Regulations of the Commissioner of Education, is authorized to make budget transfers between line item accounts as developed by the New York State Comptroller's Office Uniform System of Accounts and as required to be reported in the New York State Education Department ST3 – Fiscal Reporting System, so long as the transfer does not exceed | \$~~5,000~~10,000 in the aggregate per year. All transfers in excess of that amount require prior Board of Education approval. The Superintendent will report all transfers which do not require Board approval as an information item at the next Board of Education business meeting.

Ref: Education Law §1718
8 NYCRR §170.2(l)

Adoption date: February 12, 2009
Revised: October 24, 2013

SCHOOL SAFETY PLANS AND TEAMS

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education recognizes its responsibility to adopt and amend a comprehensive district wide school safety plan and building-level emergency response plan(s) regarding crisis intervention, emergency response and management.

Taken together, the district and building plans shall provide a comprehensive approach to addressing school safety and violence prevention, and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire school community. The plans shall be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the district's coordination with local and county resources. The plans shall also address risk reduction/prevention, response and recovery with respect to a variety of emergencies and violent incidents in district schools.

In accordance with state law and regulation, the district shall have the following school safety teams and plans to deal with crisis intervention and emergency response and management:

Comprehensive district-wide school safety team and plan

The Board will appoint a district-wide school safety team that includes, but is not be limited to, a representative from the Board, ~~student~~, teacher, administrator, and parent organizations, school safety personnel and other school personnel. This team shall be responsible for the development and review of a comprehensive district-wide school safety plan. The plan shall cover all district school buildings and shall address crisis intervention, emergency response and management at the district level. It shall include all those elements required by law and regulation.

~~A copy of the plan shall be available in the district offices for inspection by the public.~~

Building-level emergency response teams and plans

Each Building Principal shall be responsible for appointing a ~~school safety~~building level emergency response team that includes representation from teachers, administrators, parent organizations, school safety personnel, other school personnel, ~~local~~ law enforcement officials, ~~local ambulance~~fire officials and other emergency response agencies. The ~~school safety~~emergency response team shall be responsible for the development and review of a building-level emergency response plan for each district building. ~~The plan(s) shall address communication, emergency response, and evacuation at the building level and shall include all procedures required by law and regulation. The plan shall address response to emergency situations, such as those requiring evacuation, sheltering and lock-down at the building level and shall include all components required by law and regulation. These confidential plans shall include evacuation routes, shelter sites, medical needs, transportation and emergency notification of parents and guardians.~~

~~Within each building, the school safety team shall designate~~ Building level emergency response plans shall designate:

- an emergency response team for incidents that includes appropriate school personnel, ~~local~~ law enforcement officials, fire officials and representatives from local, regional and/or state emergency response agencies to assist the school community in responding to a serious violent incident or emergency; and
- a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency.

The Building Principal shall be responsible for conducting at least one test every school year of the emergency response procedures under this plan including procedures for sheltering and early dismissal.

To maintain security and in accordance with law, the building-level emergency response plan(s) shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other law.

Team Appointments

The members of all district and building-level teams shall be appointed on an annual basis. In appointing team members, the Board and the Building Principal will make an effort to include other persons beyond those groups identified in law and policy who can contribute to ensuring continuity among the plans.

Annual Review and Report

~~Each~~ All plans shall be reviewed annually and updated, if necessary, by the appropriate ~~school safety~~ team by July 1st ~~every year and updated as needed~~. ~~Each team shall submit a report to the Board annually stating that it has reviewed the plans and setting forth its recommendations for revisions, if any, to the plan.~~ In conducting the review, the building-level teams shall consider any changes in personnel, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans.

The Superintendent of Schools shall be responsible for filing the district-level school safety plan and any amendments to the plan with the Commissioner within 30 days after their adoption. Each Building Principal shall be responsible for filing the building-level safety emergency response plan for his or her building and any amendments to the plan with the appropriate local law enforcement agency and the state police within 30 days after their adoption.

Cross-Ref: 5300, Code of Conduct

Ref: Education Law §2801-a (school safety plans)
Executive Law §2B (state and local natural and manmade disaster preparedness)
8 NYCRR Part 155 (Educational Facilities)
~~*Project SAVE Guidance Document for School Safety Plans*~~ Guidance, New York
State Education Department, ~~April 2004~~ June 2010

Adoption date: February 12, 2009

DRAFT