

NEW THIS YEAR!

Board members will be available from 7 to 7:30 p.m. to have conversations with community residents in an informal setting prior to the commencement of the Board meeting

**ELWOOD PUBLIC SCHOOLS
REGULAR BUSINESS MEETING OF THE BOARD OF EDUCATION
AND BUDGET WORKSHOP #1**

December 10, 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
- Holiday performance by the High School Chamber Choir (7:35 p.m. – 7:45 p.m.)*
- C. **UPDATE ON THE SUPERINTENDENT SEARCH PROCESS** (7:45 p.m. – 7:50 p.m.)
- D. **APPROVAL OF MINUTES OF PREVIOUS MEETING(S)** (7:50 p.m. – 7:55 p.m.) (TAB A)
1. Business Meeting – November 12, 2015
- E. **COMMENDATIONS** (7:55 p.m. – 8:10 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:
- Recipients of the Girl Scout Silver Award:*
- | | | |
|----------------------------|------------------------|-----------------------|
| <i>Krista Nicole Gross</i> | <i>Alexandra Feete</i> | <i>Margaret Tella</i> |
|----------------------------|------------------------|-----------------------|
- Girls' Varsity Volleyball Team (Suffolk County and Long Island Champions)*
- | | | |
|-----------------------|------------------------|----------------------------|
| <i>Camryn Ackley</i> | <i>Grace Cergol</i> | <i>Mia Cergol</i> |
| <i>Cassidy Evans</i> | <i>Hanna Graifman</i> | <i>Madison Graifman</i> |
| <i>Alexis Groark</i> | <i>Erika Gross</i> | <i>Emma Hines</i> |
| <i>Julia Lombardi</i> | <i>Julianne Malusa</i> | <i>Maggie McGuckin</i> |
| <i>Julia Molano</i> | <i>Ilissa Pipia</i> | <i>Isabella Sansanelli</i> |
| <i>Sarah Weitman</i> | | |
- Mary Zabransky for her recently published book, I Understand, exploring stereotypes*
- F. **BOARD RECOGNITION OF DONATIONS** (8:10 p.m. – 8:15 p.m.)
1. The Mihalopoulos family donation of a wheelchair for Harley Avenue Primary School
2. Elwood Booster Club donation of \$2,640 to fund the ESL after-school Homework Club at James H. Boyd Intermediate School.

G. REPORT FROM THE SUPERINTENDENT OF SCHOOLS / SUPERINTENDENT'S COMMENTS REGARDING TONIGHT'S AGENDA – Mr. Peter C. Scordo (8:15 p.m. – 8:20 p.m.)
Student Liaison – Danielle Rubin

H. RESIDENTS' REMARKS (8:20 p.m. – 8:35 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.

I. PRESENTATIONS (8:35 p.m. – 9:05 p.m.)
1. 2016-17 Budget Overview
2. High School Course Catalogue for 2016-17

J. DISCUSSION ITEMS (9:05 p.m. – 9:15 p.m.)
1. Appointment of the External and Internal Auditors for 2015-16

K. BOARD COMMITTEE AND BOARD SUBCOMMITTEE REPORTS (9:15 p.m. – 9:35 p.m.)
1. Citizens Finance/Budget Advisory Committee
2. Curriculum
3. Facilities
4. Health and Nutrition
5. Safety
6. Technology

L. FINANCIAL MATTERS (9:35 p.m. – 9:40 p.m.) (TAB B)
1. Recommend the Board acknowledge receipt for audit of the following:
a. Treasurer's Report for the month of October, 2015
b. Revenue Report for the period ending October 31, 2015
c. Cash Flow Report through October 31, 2015
d. Budget Status Report through October 31, 2015
e. Trial Balance Report through October 31, 2015
f. Executive Summary through October 31, 2015
g. Claims auditor report for September, 2015
2. Recommend the Board approve the budget transfers.

M. ACTION ITEMS (9:40 p.m. – 9:50 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
November 24

Meeting Dates
September 29 (2 meetings); October 8 (3 meetings), 18, 21 (2 meetings); November 6 (2 meetings), 15, 19

3. Recommend the Board approve the direction to the Citizens Finance/Budget Advisory Committee for the 2015-16 school year. (TAB D)

4. Recommend the Board adopt the following policies: (TAB E)
a. Policy 6020 - Fund Balance and Reserve Funds (*second reading*)
b. Amended policy 5420 – Student Health Services (*first reading*)

5. Recommend the Board approve the High School Course Catalogue for 2016-17. (TAB F)

6. Pursuant to the Request for Proposal process, the Board of Education of Elwood Union Free School District hereby appoints _____ as External Auditor for the district for the school year 2015-16; **and** the Board hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.

7. Pursuant to the Request for Proposal process, the Board of Education of Elwood Union Free School District hereby appoints _____ as Internal Auditor for the district for the school year 2015-16; **and** the Board hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.

8. **Business Agenda** -- as per attached (TAB G)

N. NEW BUSINESS / ITEMS NOT LISTED ON AGENDA

- O. COMMUNICATIONS** -- None

P. RESIDENTS' REMARKS

(9:50 p.m. – 10:05 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.

NOTE: *It is anticipated that a motion will be made to go into executive session to discuss privileged matters with the attorneys for the school district.*

Q. ADJOURNMENT

ELWOOD PUBLIC SCHOOLS
Elwood, New York

BOARD OF EDUCATION PERSONNEL ACTIONS

December 10, 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:

Recommend the Board of Education confer tenure upon the staff members listed below, whose service during their probationary period has been found to be competent, efficient and satisfactory:

<i>Staff Member</i>	<i>Tenure Area</i>	<i>Certification</i>	<i>Effective Date</i>
<i>Deborah Hemphill</i>	<i>Teaching Assistant</i>	<i>Prof. Childhood Education</i>	<i>January 14, 2016</i>
<i>Kristen McCormick</i>	<i>Teaching Assistant</i>	<i>Initial Childhood Education</i>	<i>February 29, 2016</i>

P-7-- Other Appointments:

A) Instructional:

- 1) **LISA HICKEY**
Position Teaching Assistant
Type of Appointment Probationary
Assignment Harley Avenue Primary School
Effective Date December 11, 2015
Certification Permanent Pre-Kindergarten, Kindergarten and (Grades 1-6) and Special Education
Expiration Date December 10, 2019
Tenure Eligibility December 11, 2019
Tenure Area Teaching Assistant
Salary Teaching Assistant, Step 1
Reason To fill a vacant position on the Table of Organization

BOARD OF EDUCATION PERSONNEL ACTIONS

December 10, 2015

2) **LINDA KELLY**
Position Teaching Assistant
Type of Appointment Probationary
Assignment James H. Boyd Intermediate School
Effective Date December 11, 2015
Certification Initial Childhood Education (Grades 1-6)
Expiration Date December 10, 2019
Tenure Eligibility December 11, 2019
Tenure Area Teaching Assistant
Salary Teaching Assistant, Step 1
Reason To fill a vacant position on the Table of Organization

3) **LAUREN MCKAY**
Position Teaching Assistant
Type of Appointment Probationary
Assignment James H. Boyd Intermediate School
Effective Date December 11, 2015
Certification Initial Childhood Education (Grades 1-6)
Expiration Date December 10, 2019
Tenure Eligibility December 11, 2019
Tenure Area Teaching Assistant
Salary Teaching Assistant, Step 1
Reason To fill a vacant position on the Table of Organization

4) **DOU TY MAMADOU**
Position Teaching Assistant
Type of Appointment Probationary
Assignment Elwood Middle School
Effective Date December 11, 2015
Certification Initial Mathematics 7-12
Expiration Date December 10, 2019
Tenure Eligibility December 11, 2019
Tenure Area Teaching Assistant
Salary Teaching Assistant, Step 1
Reason To fill a vacant position on the Table of Organization

B) Civil Service: No Recommended Actions

P-8-- Other (all compensation items are included in the 2015-16 budget):

a) Recommend the Board of Education approve the following resolution:

RESOLVED that the Board of Education herewith appoints Carisa Burzynski as the Interim Principal of the Elwood-John H. Glenn High School effective July 1, 2016 through June 30, 2017, and further authorizes the Board of Education President to execute the attached Employment Agreement.

BOARD OF EDUCATION PERSONNEL ACTIONS

December 10, 2015

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- b) Recommend the Board of Education approve Lisa Gorman as a Mentor effective December 14, 2015. Stipend is \$500 per semester (pro-rated for the first semester).
 - c) Recommend the Board of Education approve Linda Doyle as the AIS Tutor (Science) at the Elwood-John H. Glenn High School for six periods per day at the compensation rate of \$31.95 per period (44/60ths of the home tutor rate of \$43.57) effective January 4, 2016.
 - d) Recommend the Board of Education approve the following employees as Co-Curricular Advisors at the Elwood Middle School:

<u>Name:</u>	<u>Club:</u>	<u>Stipend:</u>
<i>Alyssa Cohen</i>	<i>Musical Director</i>	<i>\$3,324.00</i>
<i>Kevin Dluginski</i>	<i>Musical Assistant Director</i>	<i>\$913.00</i>
<i>Kevin Dluginski</i>	<i>Musical Music Director</i>	<i>\$1,726.00</i>

- e) Recommend the Board of Education approve the increase in hours for Pamela Schlachter, a Paraprofessional at the Harley Avenue Primary School from 5.75 hours per day to 5.92 hours per day effective December 14, 2015. This change is within the Table of Organization.
 - f) Recommend the Board of Education approve the attached addendum of Schedule of Substitute Teachers, Clerical and Paraprofessionals for the 2015/2016 school year.
- P-9-- Recommend the Board of Education approve the following changes in the Table of Organization:

No Recommended Actions

ELWOOD PUBLIC SCHOOLS
Elwood, New York

BOARD OF EDUCATION PERSONNEL ACTIONS
ADDENDUM I TO THE ORIGINAL PERSONNEL AGENDA

MS/1

December 10, 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-8-- Other (*all compensation items are included in the 2014-15 budget*):

- a) Recommend the Board of Education approve the probationary appointment of Monika Safulak, an ESL teacher who was appointed at the November 12, 2015 Board of Education meeting, to be subject to the terms and conditions stated below¹.
- b) Recommend the Board of Education approve the AIS Tutors (English, Mathematics, Science and Social Studies) for seven (7) periods per day (currently six periods).
- c) Recommend the Board of Education approve Michael Austin as the Co-Curricular Advisor for the Musical Sets Construction position and the Musical Sets Design and Paint position at the Elwood-John H. Glenn High School for the 2015/2016 school year. Stipends are \$1,726.00 each.
- d) Recommend the Board of Education approve Riccardo Nardelli as a Wrestling Volunteer Coach for the winter season of the 2015/2016 school year (pending review and approval by WSBOCES).
- e) Recommend the Board of Education approve Kristen McCormick as the Co-Curricular Advisor for the Memory Book Photographer position for the remainder of the 2015/2016 school year. Stipend is \$474.00 (60% of 790.00).
- f) Recommend the Board of Education approve Griffin Ryan as a substitute custodian for the 2015/2016 school year.

¹ This individual must receive three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of his or her probationary appointment to be granted or considered for tenure.

FUND BALANCE AND RESERVE FUNDS

GASB has issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54). The objective of this Statement 54 is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied.

Fund Balance Classifications (pursuant to GASB Statement 54)

Fund balance amounts will be reported by the School District according to the following classifications:

Nonspendable – consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.

Restricted – consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation. Because the State regulates the establishment, funding and use of School District reserves, generally, reserves will be classified as restricted fund balance.

Committed – consists of amounts that are subject to a purpose constraint imposed by a formal action of the government’s highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint. The New York State Office of the State Comptroller at the present time believes that in New York State school districts will not have any committed fund balance.

Assigned – consists of amounts that are subject to a purpose constraint that represents an intended use established by the Board of Education or by their designated official. The purpose of the assignment must be narrower than the purpose of the general fund, and in funds other than the general fund, assigned fund balance represents the residual amount of fund balance. Assigned Fund Balance generally includes encumbrances and appropriated fund balance.

Unassigned – represents the residual classification for the government’s general fund, and could report a surplus or deficit. In funds other than the general fund, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

General Policy

Fund balance measures the net financial resources available to finance expenditures within current or future periods. The School District’s Unassigned General Fund Balance will be maintained to provide the School District with financial stability and a margin of safety to fund unanticipated contingent expenditures that may occur unexpectedly during the fiscal year. The Unassigned General

Fund Balance used for these purposes may only be appropriated by resolution of the Board of Education unless voter approval is required.

Any portion of Fund Balance may be applied or transferred for a specific purpose either by voter approval if required by law or by formal action of the Board of Education if voter approval is not required. Amendments or modification to the applied or transferred fund balance must also be approved by formal action of the Board of Education.

The Board of Education shall delegate the authority to assign fund balance, for encumbrance purposes, to the person(s) to whom it has delegated the authority to sign purchase orders.

In circumstances where an expenditure is incurred for a purpose for which amounts are available in multiple fund balance classifications (e.g., expenditures related to reserves) the Board of Education will assess the current financial condition of the School District and then determine the order of application of expenditures to which fund balance classification will be charged.

Reserve funds are an important component in the School District's financial planning for future projects, acquisitions and other lawful purposes. To this end, the School District may establish and maintain reserve funds in accordance with New York State Laws, Commissioner's Regulations and the rules and/or opinions issued by the Office of the New York State Comptroller, as applicable. The School District shall comply with the reporting requirements of Article 3 of the General Municipal Law of the State of New York and the Governmental Accounting Standards Board (GASB) issued GASB Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

Any and all School District reserve funds shall be properly established and maintained to promote the goals of creating an open, transparent and accountable use of public funds. The School District may engage independent experts and professionals, including but not limited to, auditors, accountants and other financial and legal counsel, as necessary, to monitor all reserve fund activity and prepare any and all reports that the Board of Education may require.

Periodic Review and Annual Report

The Board of Education will periodically review all reserve funds. The School District will also prepare and submit an annual report of all reserve funds to the Board of Education. The annual report shall include the following information for each reserve fund:

- a) The type and description of the reserve fund;
 - b) The date the reserve fund was established and the amount of each sum paid into the fund;
 - c) The interest earned by the reserve fund;
 - d) Capital gains or losses resulting from the sale of investments of the reserve fund;
 - e) The total amount and date of each withdrawal from the reserve fund;
 - f) The total assets of the reserve fund showing cash balance and a schedule of investments;
- and

- g) An analysis of the projected needs for the reserve fund in the upcoming fiscal year and a recommendation regarding funding those projected needs.

The Board of Education shall utilize the information in the annual report to make necessary decisions to adequately maintain and manage the School District's reserve fund balances while mindful of its role and responsibility as a fiduciary of public funds.

The Superintendent of Schools shall develop any necessary and/or appropriate regulations to implement the terms of the Board of Education's policy.

In general, the School District shall adhere to the following principles with respect to the creation and funding of any or all reserve funds for the School District:

- 1) Consult with legal counsel and other financial experts as necessary for guidance on the authority to establish the reserve fund;
- 2) Identify the financial need or purpose to be served by the prospective reserve fund, including an assessment of whether the reserve fund will complement the long-term financial or capital plans of the School District;
- 3) Communicate clearly and effectively to School District residents the specific purpose of and the financial objectives for the reserve;
- 4) Maintain open and transparent records of all reserve fund transactions for the benefit of School District residents and voters;
- 5) Determine optimal funding levels for the reserve, as well as the conditions under which the reserve assets will be utilized;
- 6) Periodically assess the reasonableness of the amounts accumulated in the reserve and when conditions warrant (and subject to any/all legal requirements) reduce reserve funds to a reasonable level or liquidate and discontinue a reserve fund that is no longer needed or whose purpose has been achieved; and
- 7) Provide the Board of Education with regular financial reports on reserve fund activity.

Cross-ref: 6100 Annual Budget
6240 Investments
6600 Fiscal Accounting and Reporting

Ref: Education Law §§1709(8-c); 3651
General Municipal Law Article 3
General Municipal Law, §§6-d, 6-j, 6-l, 6-m, 6-n, 6-p
GASB Statement No. 54

Adopted:

STUDENT HEALTH SERVICES

The Board of Education recognizes that good student health is vital to successful learning and realizes its responsibility, along with that of parent(s) or guardian(s), to protect and foster a safe and healthful environment for the students.

The school shall work closely with students' families to provide detection and preventive health services. In accordance with law, the school will provide vision, hearing, and scoliosis screening. Problems shall be referred to the parent(s) or guardian(s) who shall be encouraged to have their family physician provide appropriate care.

Schools shall also provide emergency care for students in accidental or unexpected medical situations.

A permanent student health record shall be part of a student's cumulative school record and should follow the student from grade to grade and school to school along with his/her academic record. This record folder shall be maintained by the school nurse.

Communicable Diseases

It is the responsibility of the Board to provide all students with a safe and healthy school environment. To meet this responsibility, it is sometimes necessary to exclude students with contagious and infectious diseases, as defined in the Public Health Law, from attendance in school. Students will be excluded during periods of contagion for time periods indicated on a chart developed by the school nurse.

It is the responsibility of the Superintendent of Schools, working through district health personnel, to enforce this policy and to contact the county or local health department when a reportable case of a communicable disease is identified in the student or staff population.

Administering Medication to Students

Neither the Board nor district staff members shall be responsible for the diagnosis or treatment of student illness. The administration of prescribed medication to a student during school hours shall be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available to him/her during school hours, or where it is done pursuant to law requiring accommodation to a student's special medical needs (e.g., Section 504 of the Rehabilitation Act of 1973). "Medication" will include all medicines prescribed by a physician.

Before any medication may be administered to or by any student during school hours, the Board requires:

1. the written request of the parent(s) or guardian(s), which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication; and
2. the written order of the prescribing physician, which will include the purpose of the medication, the dosage, the time at which or the special circumstances under which medication shall be administered, the period for which medication is prescribed, and the possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse and a copy will be on file in the principal's office.

Opioid Overdose Prevention

The District has elected to participate as an opioid antagonist recipient and will therefore maintain an adequate supply of opioid antagonists on-site at each school building. An opioid antagonist is a drug approved by the Food and Drug Administration and by the New York State Department of Health that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid, such as heroin, in the body.

This medication may be delivered by any trained employee of the District during emergencies involving students or staff suspected of having opioid overdose. The District will follow the requirements of the New York State Public Health Law and the Commissioner of Health's Regulations on opioid antagonist administration including ensuring appropriate clinical oversight, record keeping, and reporting. These procedures will be set forth in regulations developed by the Superintendent and School District Physician.

Use of an opioid antagonist shall be considered first aid or emergency treatment for the purpose of any statute relating to liability and any person employed by the District acting reasonably and in good faith in compliance with the applicable law shall not be subject to criminal, civil or administrative liability solely based upon their administration of an opioid antagonist.

Regulations

The Superintendent shall develop comprehensive regulations governing student health services. Those regulations shall include the provision of all health services required by law, procedures for the maintenance of health records, and procedures for the administering of medication and opioid antagonists to students.

Ref: Education Law §§310 (provisions for appeal of child denied school entrance for failure to comply with immunization requirements); 901 et seq. (medical and health services); 922 (opioid overdose prevention); 6909 (emergency treatment of anaphylaxis)

Public Health Law §§613 (annual survey); 2164 (immunization requirements); 3309 (opioid overdose prevention)

8 NYCRR § 64.7 (administration of agents to treat anaphylaxis); Part 136 (school health services program)

Administration of Medication in the School Setting Guidelines, State Education Department, revised April 2002

Immunization Guidelines: Vaccine Preventable Communicable Disease Control, State Education Department, revised August 2000

Adoption date: February 12, 2009

Revised: _____

DRAFT



Elwood Union Free School District
Board of Education
BUSINESS AGENDA
December 10, 2015

- 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 NONE

TAB 2 - BID AWARDS NONE

TAB 3: HEALTH SERVICE CONTRACTS NONE

TAB 4: DONATIONS

- a. Recommend the Board accept the donation of one (1) wheelchair from the **Mihalopoulos family** at **Harley Avenue Primary School**.
- b. Recommend the Board accept the **Elwood Booster Club** donation of \$2,640 funding after school **ESL Homework Club** 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 November 6, 2015 of **one (1) conference room table** at **Elwood Middle School** due to condition and/or relevancy.
- b. Recommend the Board approve the disposal request dated November 16, 2015 of **obsolete books** at **Elwood Middle School library** due to condition and/or relevancy