

**ELWOOD PUBLIC SCHOOLS
REGULAR BUSINESS MEETING OF THE BOARD OF EDUCATION
November 18, 2010
Elwood Middle School Auditorium - 7:30 p.m.**

MEETING MINUTES

A. CALL TO ORDER – District Clerk (7:34 p.m.)

Present:	Michael Kaszubski Joseph Fusaro Dan Ciccone Andrew Kaplan Patricia Matos	President Vice President Trustee Trustee Trustee
Staff:	Peter C. Scordo William Pastore Ronald L. Friedman Gene Tranchino Maryann Llewellyn Peggy Pietzak	Superintendent Asst. Superintendent/Business Asst. Superintendent/Human Resources Exec. Dir. Adm. & Instructional Technology Asst. Superintendent/Curriculum District Clerk

B. PLEDGE OF ALLEGIANCE – Board President

C. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

(TAB A)

1. Special Meeting/Work Session – October 7, 2010
Mrs. Matos moved and Mr. Fusaro seconded. The motion carried 5 ayes, 0 nays.
2. Business Meeting – October 21, 2010
Mr. Fusaro moved and Mr. Kaplan seconded. The motion carried 4 ayes, 0 nay,
1 abstention (Mr. Kaszubski).

D. COMMENDATIONS - The following students from Boyd were honored for the excellence of their writing in the Boyd Publishing Center: *Emma Koster, Margaret Teller, Kayla Byrne, Irene Antony, Joseph Franzese, Ashley Mullan*

E. REPORT FROM THE SUPERINTENDENT OF SCHOOLS/SUPERINTENDENT'S COMMENTS REGARDING TONIGHT'S AGENDA – Mr. Peter C. Scordo

1. Gwen Rosen, Student Liaison, gave her report.
2. Presentation of grant award from SEPTA
3. Parental portals will be available for middle school and high school students February 1st. Next week letters will be sent home to start setting up accounts. This will be a secure site, which will provide schedules, progress reports, and report cards with easy online access.

F. PRESENTATION:

1. JGHS Course offerings for 2011-2012

(see TAB E)

G. RESIDENTS' REMARKS – None

H. UNFINISHED BUSINESS/DISCUSSION ITEMS -- None

I. FINANCIAL MATTERS

(TAB B)

1. Recommend the Board acknowledge receipt for audit of the Treasurer's Report for the month ended September 30, 2010,

2. **and** the Board acknowledge receipt for audit of the Revenue Report for the month ended September 30, 2010,
3. **and** the Board acknowledge receipt for audit of the Cash Flow Report for general funds for the month ended September 30, 2010,
4. **and** the Board acknowledge receipt for audit of the Budget Status Report for the month ended September 30, 2010,
5. **and** the Board acknowledge receipt for audit of the Trial Balances for all funds as of September 30, 2010,
6. **and** the Board acknowledge the receipt for audit of the Extra Classroom Fund Reports (High School and Middle School) for the quarter ended September 30, 2010.
7. Recommend the Board approve the budgetary transfers,
Mr. Fusaro moved and Mrs. Matos seconded. The motion carried 5 ayes, 0 nays.

J. BUSINESS MATTERS

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)
Recommend the Board approve personnel items including addendum.
Mr. Fusaro moved and Mr. Ciccone seconded. The motion carried 5 ayes, 0 nays.
2. **Business Agenda** -- as per attached (TAB D)
Recommend the Board approve business items.
Mr. Fusaro moved and Mrs. Matos seconded. The motion carried 5 ayes, 0 nays.
3. **Special Education**
 - a. Recommend the Board approve the Committee on Special Education's recommendations for students' classifications/placements and/or discontinuance of services for meetings held on September 28th, September 30th, October 8th (2 meetings), October 12th (2 meetings), October 13th (2 meetings), October 18th, October 21st (2 meetings), October 25th, November 1st, November 3rd.
 - b. **and** the Board approve the Committee on Preschool Special Education's recommendations for students' classifications/placements and/or discontinuance of services for meetings held on October 14th, October 21st, October 28th.
Mr. Ciccone moved and Mr. Kaplan seconded. The motion carried 5 ayes, 0 nays.
4. **Miscellaneous**
 - a. Recommend the Board approve the High School Course Selection Catalog contained (TAB E)
herein for the 2011-2012 school year.
Mr. Ciccone moved and Mr. Kaplan seconded. The motion carried 5 ayes, 0 nays.

New Course Proposals for John Glenn High School 2010-2011:
Real Estate, Architectural Drawing, Engineering Drawing, Journalism I, Journalism II, Research Methods, Science Research, and Independent Study in Science Research.
 - b. Recommend the Board approve the following textbooks for use at Elwood-John Glenn High School: (TAB F)

Living Environment:
New York Living Environment: Biology, Miller and Levine (Pearson, 2010)
New York: Biology, Miller and Levine (Pearson, 2010)

Participation in Government:
Government For Everybody, Steven L. Jantzen (Amsco, 2010)

Mr. Fusaro moved and Mr. Ciccone seconded. The motion carried 5 ayes, 0 nays.

- c. Recommend the Board approve the following policies (first reading): (TAB G)
- 4741 Class Rankings
Mr. Fusaro moved and Mr. Kaplan seconded. The motion carried 5 ayes, 0 nays.
 - 5301 Harassment of Students
Mr. Fusaro moved and Mr. Ciccone seconded. The motion carried 5 ayes, 0 nays.
 - ~~5695~~ ~~Students and Personal Electronic Devices~~
(Withdrawn at Superintendent's request.)
 - 9123 Staff-Student Relations (Fraternization)
Mr. Fusaro moved and Mr. Ciccone seconded. The motion carried 5 ayes, 0 nays.
- and** recommend the Board of Education amend the Code of Conduct as follows
(first reading):
- 5300.10 Definitions
Mr. Fusaro moved and Mr. Kaplan seconded. The motion carried 5 ayes, 0 nays.
 - 5300.30 Prohibited Student Conduct
Mr. Fusaro moved and Mr. Kaplan seconded. The motion carried 5 ayes, 0 nays.
- [Please note that only the affected portions of the Code of Conduct are attached in order to conserve paper.]*
- and** recommend the Board of Education amend Policy 6700 Purchasing (first reading).
Mr. Fusaro moved and Mrs. Matos seconded. The motion carried 4 ayes, 1 nay (Mr. Kaplan).

- K. **ITEMS NOT LISTED ON AGENDA** -- Mr. Fusaro read statement: (See attached) (TAB H)
- L. **COMMUNICATIONS**
- M. **RESIDENTS' REMARKS** - (9:02 – 9:06 p.m.)
- N. **EXECUTIVE SESSION** – At 9:06 p.m. Mr. Kaplan moved and Mr. Fusaro seconded a motion to go into executive session to discuss negotiations. The motion carried 5 ayes, 0 nays.
- O. **ADJOURNMENT** – At 10:45 p.m. Mr. Fusaro moved and Mr. Kaplan seconded the motion to end executive session and adjourn the meeting. The motion carried 5 ayes, 0 nays.
- P. **NEXT REGULAR MEETING:** December 16, 2010

Respectfully submitted,

Peggy Pietzak
District Clerk

ELWOOD PUBLIC SCHOOLS
Elwood, New York

BOARD OF EDUCATION PERSONNEL ACTIONS

November 18, 2010



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:

A) Instructional:

1) **TRACY BEHAR**

Position	Science Teacher
Assignment	Elwood-John H. Glenn High School
Effective Date	Actual date to be codified in her personnel file through January 31, 2012
Reason	Maternity/Child Care Leave

P-5-- Terminations: No Recommended Actions

P-6-- Tenure Appointments: No Recommended Actions

BOARD OF EDUCATION PERSONNEL ACTIONS

November 18, 2010

P-7-- Other Appointments:

A) Instructional:

1) **JILL LOVELAND**

Position	Science Teacher
Type of Appointment	Regular Substitute
Assignment	Elwood-John H. Glenn High School
Effective Date	November 22, 2010
Certification	Initial Biology 7-12
Expiration Date	June 30, 2011 or earlier at District discretion
Tenure Eligibility	Not applicable
Tenure Area	Science
Salary	BA+15, Step 3
Reason	To replace teacher on maternity leave

2) **PAMELA RODRIGUEZ**

Position	Teaching Assistant – AIS Mathematics
Type of Appointment	Probationary
Assignment	Harley Avenue Primary School
Effective Date	November 22, 2010
Certification	Initial Mathematics 7-12 Pending
Expiration Date	November 21, 2013
Tenure Eligibility	November 22, 2013
Tenure Area	Teaching Assistant
Salary	Teaching Assistant, Step 1
Reason	To provide additional services in AIS Mathematics. Funding via general fund. Board approved position at the October 7 th meeting.

B) Civil Service:

1) **JOHN MULLER**

Position	Chief Custodian
Type of Appointment	Contingent Chief Custodian
Assignment	Elwood Middle School
Effective Date	November 22, 2010
Permanent Status Date	May 23, 2011
Certification	Civil Service (Competitive Class)
Salary	In accord with the contract between the District and the Elwood Custodial Unit
Reason	To replace employee on sick leave

BOARD OF EDUCATION PERSONNEL ACTIONS

November 18, 2010

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>
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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>
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No recommendations at this time

- c) Recommend the Board of Education approve Alexandra DiZoppola-Brown as an Occupational Therapist to work on call on an as-needed basis at the rate of \$40.00 per 30 minute session for individual students and \$60.00 per 30 minute session for group lessons.
- d) Recommend the Board of Education approve Kevin Lavey as the Middle School Assistant Wrestling Coach for the period January 24, 2011 through March 4, 2011 (late winter season).
- e) Recommend the Board of Education approve Christopher Euler as the Middle School Assistant Wrestling Coach for the period March 7, 2011 through March 26, 2011 (late winter season). This is in order to release Kevin Lavey for his Varsity Lacrosse coaching assignment for the spring season.
- f) Recommend the Board of Education approve an increase in hours for Deborah Brandsema, a paraprofessional at the Harley Avenue Primary School, from 2.0 hours per day to 4.0 hours per day effective November 22, 2010. This is in order for Ms. Brandsema to be the greeter from 12:00 pm to 4:00 pm every day.
- g) Recommend the Board of Education approve an increase in hours for Catherine Bell-Weitman, a paraprofessional at the Elwood Middle School, from 2.5 hours per day to 4.0 hours per day effective November 22, 2010. Reason: to replace Mary Guglielmo, a paraprofessional who has retired.

BOARD OF EDUCATION PERSONNEL ACTIONS

November 18, 2010

- h) Recommend the Board of Education approve an increase in hours for Tamah Pagan, a paraprofessional at the Harley Avenue School, from 2.0 hours per day to 3.0 hours per day effective November 22, 2010. Reason: This is a temporary 1 hour increase in her assignment to meet a CSE determination.
- i) Recommend the Board of Education approve an increase in hours for Karan Geist, a paraprofessional at the Elwood Middle School, from 7.0 hours per day to 8.0 hours per day effective November 22, 2010. Reason: This is a temporary 1 hour increase in her assignment to meet a CSE determination.

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

- 1) Teaching Assistants: Additional 4 positions (0.5 FTE each, 3.25 hours per day) at Harley Avenue Primary School. Funding via general fund.

ELWOOD PUBLIC SCHOOLS
Elwood, New York

BOARD OF EDUCATION PERSONNEL ACTIONS

November 18, 2010

ADDENDUM

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-7-- Other Appointments:

A) Instructional:

1) **KATHERINE LEARY**

Position	Teaching Assistant – Special Education
Type of Appointment	Probationary
Assignment	Harley Avenue Primary School
Effective Date	October 25, 2010
Certification	Initial Childhood Education (B-2 and Grades 1-6) and Students With Disabilities (B-2 and Grades 1-6)
Expiration Date	October 24, 2013
Tenure Eligibility	October 25, 2013
Tenure Area	Teaching Assistant
Salary	Teaching Assistant, Step 1
Reason	To replace Kelly Belcastro

2) **SHANNON COLLIGAN**

Position	Teaching Assistant – Special Education
Type of Appointment	Probationary
Assignment	Elwood-John H. Glenn High School
Effective Date	September 1, 2010
Certification	Initial Childhood Education (Grades 1-6) and Students With Disabilities (Grades 1-6)
Expiration Date	August 31, 2013
Tenure Eligibility	September 1, 2013
Tenure Area	Teaching Assistant
Salary	Teaching Assistant, Step 1
Reason	To fill existing vacancy

BOARD OF EDUCATION PERSONNEL ACTIONS

November 18, 2010

ADDENDUM

B) Civil Service:

1) SUSAN DISTEFANO

Position	Clerk Typist
Civil Service Title	Clerk Typist
Type of Appointment	Full-time, 10 months
Assignment	Elwood-John H. Glenn High School
Effective Date	November 22, 2010
Permanent Status Date	Not applicable (immediate transfer from Harley Avenue Primary School)
Certification	Civil Service (Competitive Class)
Salary	In accord with the contract between the District and the Elwood Secretarial Association
Reason	To replace Jan Fairchild. Since Ms. DiStefano is currently an 18 hour part-time clerical employee, Board action is needed, but under applicable Civil Service rules, her move constitutes a "transfer."

P-8-- Recommend the Board of Education approve the attached Continuing Schedule of Substitute Teachers/Nurses.

Elwood Union Free School District

Board of Education Business Items

November 18, 2010

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

- a. Recommend the Board approve the RFP (Request for Proposal) for legal services *(Tab 1)* and approve the letter of engagement for Board and Labor Counsel services between Ingerman Smith, LLP and Elwood School District. This letter of engagement will replace the previous letter of engagement executed July 1, 2010. The new letter of engagement will run November 1, 2010 to June 30, 2011; *and* that the Board of Education of the Elwood Union Free School District hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.
- b. Recommend the Board approve the agreement between Elwood UFSD and *(Tab 2)* DASNY (Dormitory Authority State of New York) for the Second EXCEL Project which includes District-wide Technology, the Fire Alarm at Harley Avenue School and the Dust Collection System at John H. Glenn High School; *and* that the Board of Education of the Elwood Union Free School District hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.

B2: Bid Awards

No Recommended actions

B3: Health Service Contracts

- a. Recommend the Board of Education approve the Health Service Contract between *(Tab 3)* Deer Park UFSD and Elwood UFSD for one (1) student residing in Elwood UFSD and attending St. Cyril & Methodius School in Deer Park UFSD for the 2010/2011 school year; *and* that the Board of Education of the Elwood Union Free School District hereby authorizes the Board President to execute the necessary documents on behalf of the Board of Education.



November 18, 2010 – Con't.

B4: Donations

- a. Recommend the Board accept the donation of \$609.80 (check #2425) from **East to West Architectural Products, Inc.** to promote a pilot anti-bullying program. *(Tab 4)*
The appropriate revenue and expenditure budget codes will be adjusted accordingly.
- b. Recommend the Board accept the donation of \$1,000 from Elwood **SEPTA** to *(Tab 5)*
offset the costs of some of the Reading, Writing and Math assessments Mrs. Llewellyn has identified as helpful to evaluate any student struggling academically for the 2010/2011 school year. The appropriate revenue and expenditure budget codes will be adjusted accordingly.

B5: Other

- a. Recommend the Board make the following change in appointment of officers, effective November 19, 2010 in response to the management letter attached to the Audit Report performed by Nawrocki Smith dated June 30, 2010 (Item 8 – Segregation of duties). The proposed change is designed to improve our internal controls.
From: Gene Tranchino To: Nancy Barkocy as Deputy Treasurer
From: Gene Tranchino To: Jennifer Richards-Foley as Deputy Purchasing Agent
- b. Recommend the Board approve the disposal of a damaged, non-repairable teacher's *(Tab 6)*
desk (barcode #0000374) as requested by Rick Rouse in Buildings & Grounds.
- c. Recommend the Board approve the disposal of old, outdated and/or obsolete *(Tab 7)*
books and materials from the Boyd Library as requested by Irene Kossowsky.